

PART 1: FIELD PREPARATIONS

1 INTRODUCTION

Background

The Ghana Living Standards Survey (GLSS) is a nationally representative household survey which provides reliable, disaggregated and internationally comparable welfare and living conditions statistics in Ghana. It is an important tool in the welfare monitoring system, and together with other surveys such as the Core Welfare Indicators Questionnaire (CWIQ) and the Ghana Demographic and Health Survey (GDHS), has provided a wealth of information for understanding living conditions in Ghana.

Ghana has conducted six rounds of living standards surveys since 1987. The second, third, fourth, fifth and sixth rounds, were conducted in 1988, 1991/92, 1998/99, 2005/2006 and 2012/13 respectively. The estimates from each of these surveys provided information on:

- Which Ghanaian households and localities had enjoyed high living standards or had poor living conditions;
- Which regions and ecological zones have had high living conditions or high poverty levels;
- Which occupational groups have had high living conditions and which ones have had high poverty levels;
- Which regions and ecological zones continue to have high poverty levels; and
- How the living conditions had changed over time.

The GLSS-7 is also a nation-wide household survey conducted in 2016/17. It would collect detailed information on demographic characteristics of the population, education, health, employment and time use, migration, housing conditions and household agriculture. The previous rounds of GLSS have always had a specific focus. In the 5th Round for instance, the Non-Farm Household Enterprises Module was made the focus and additional sections covering Tourism and Migrants & Remittances were introduced. The GLSS6 focused on Labour Force and the GLSS7, this time round, has Agriculture module as its main focus.

1.1 OBJECTIVES OF THE SURVEY

The specific objectives of the survey are as follows:

- To provide information on patterns of households' consumption and expenditure at a lower level of disaggregation.
- To provide the basis for the construction of a new basket for the next re-basing of the Consumer Price Index.
- To provide information for up-dating National Accounts.

- To provide information on household access and use of financial services.
- To provide information that will enable credible comparison between growth rates in the northern savannah ecological zone and those in the southern ecological zone of Ghana.
- To provide information on the systematic monitoring of the extent of poverty reduction in the northern savannah ecological zone.
- To estimate the number of persons in the labour force (Employed, Under-employed and Unemployed) and their disaggregation by sex, major age-groups, educational level, geographical and rural/ urban spread, as well as the ecological manifestations of these, in particular, the northern savannah ecological zone which is a known source of migrant and child labour.
- To estimate the number of child workers (or children engaged in economic activities) 5-17 years, and its disaggregation by sex, age-groups, educational status, geographical location, ecological and locality of residence.
- To identify the distribution of both adult workers and children in economic activity by status in employment, occupation and industry, hours worked in a week, location of place of work, earnings, occupational injury and hazards at the work place, contractual status, and sector of employment, etc.
- To provide data needed for progress monitoring of labour policies, programmes and law-making.
- To provide indicators and up-to-date information for assessing the Agriculture situation.
- To provide data needed for monitoring progress towards the elimination of Worst Forms of Child Labour (WFCL).
- To estimate the prevalence of child labour (as distinct from ‘children in employment’ of which child labour is a subset)
- To identify the causes and consequences of child labour in terms of socio-economic factors
- To establish a national database on decent work indicators, including Labour Force and Child Labour statistics.
- To help set targets and priorities in the fight against child labour.
- To assess the nature and extent of child labour in Ghana.

To achieve these objectives, in-depth data will be collected on the following key elements:

- Demographic Characteristics
- Housing and Housing Conditions
- Education and Skills / Training
- Health and Fertility Behaviour
- Employment and Time Use
- Child labour
- Household Income, Consumption and Expenditure
- Prices of Consumer Items.
- Household assets – both domestic and economic assets
- Household Financial Services.

The information gathered from the survey would generally aid decision makers in the formulation of economic, social and regional development policies to:

- Identify target groups for government assistance
- Construct models to stimulate the impact on individual groups of the various policy options; and in particular, gain better understanding of the peculiar nature and persistence of poverty in the savannah ecological zone
- Analyse the impact of decisions that have already been implemented and of the economic situation on living conditions of households
- Provide the possibility for planners to undertake poverty mapping for the deprived areas by combining the PHC data and the GLSS7 data.

1.2 METHODOLOGY OF THE SURVEY

The seventh round of the GLSS, like the previous rounds, would provide national and regional level indicators. The survey is proposed to study about 15,000 households in 1,000 Enumeration Areas (EAs), consisting of 561 (56.1%) rural EAs and 439 (43.9%) urban EAs. The regional distribution of Enumeration Areas to be covered for the combined GLSS-7 and Agriculture Module would be as in Table 1.

Regional Distribution of EAs and Households

Code	Region	Population	Regional Share	Proportional Allocation	Adjusted Sample Size	Final Allocation of Hholds.	Final EAs	Urban EAs	Rural EAs	% of Urban EAs
1	Western	2,307,385	0.10	1,438	1,432	1,470	98	41	57	41.8
2	Central	2,113,763	0.09	1,317	1,375	1,410	94	44	50	46.8
3	Gt. Accra	3,888,237	0.16	2,422	1,963	1,650	110	100	10	90.9
4	Volta	2,086,557	0.09	1,300	1,368	1,440	96	32	64	33.3
5	Eastern	2,574,543	0.11	1,604	1,513	1,500	100	43	57	43.0
6	Ashanti	4,671,948	0.19	2,911	2,257	1,800	120	72	48	60.0
7	B. Ahafo	2,265,434	0.09	1,411	1,419	1,430	95	42	53	44.1
8	Northern	2,445,061	0.10	1,523	1,473	1,470	98	30	68	30.6
9	Upper East	1,034,688	0.04	645	1,125	1,420	95	20	75	21.1
10	Upper West	688,328	0.03	429	1,075	1,410	94	15	79	16.0
	National	24,075,944	1.00	15,000	15,000	15,000	1,000	439	561	43.9

Basic information on all persons living in private households would be solicited. In addition, all persons 15 years and older would be eligible for the labour force survey. For the child labour module, the survey would solicit information from persons between the ages of 5-14 years.

1.3 SURVEY PERIOD

The survey will be spread over a 12-month period in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof. Thirty teams would be involved in the data collection, 25 of which would be working during each cycle. The purpose of the extra five teams (relieving teams) is to afford each of the 25 regular teams the opportunity to

take one month off as annual leave. The leave arrangements will be such that there will always be 25 teams at work.

There would be 10 cycles of 35 days with one travelling day giving a total of 360 days for the survey year. A cycle in both rural and urban areas is to last 35 days; hence 10 cycles would be needed to cover the whole year. Interviewers in rural and urban areas would use the diary method as far as possible and visit households at five-day intervals.

1.4 QUESTIONNAIRE

One household questionnaire, divided into Part A and Part B, will be administered. Features of the questionnaire and precautions that have been taken to ensure that good quality data are collected and processed without delay include the following:

- The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding process, which is often liable to various types of errors.
- Data will be collected using CSPro CAPI application installed on Windows Tablets. Each interviewer and the team's supervisor would be assigned a tablet for data collection.
- The CAPI application system has been designed to check the data automatically to detect inconsistencies so that errors can be corrected by the interviewer during the interview. The Supervisor will review and edit data collected from each interviewer and submit the edited data electronically via a network to a dedicated server.
- Supervision will be close with one supervisor to a team of four interviewers. The senior interviewer will stand by for emergency relief.
- Two types of skips have been used in the questionnaire:
 - Answer specific skips, listed directly under the answer and enclosed within brackets
e.g. (>> 6)
 - Skips that apply after a question, regardless of the answer (Unconditional Skips). These are printed in capitals letters in a box at the bottom of the question
e.g.

>>PART D

The Project Directorate will pay periodic unannounced visits to the teams in the field.

1.5 ORGANISATION OF THE SURVEY

The seventh round of the Ghana Living Standards Survey (with Agriculture module), is being conducted by a Project Directorate which is assisted by a Project Implementation Team and a staff of technical officers, and Thirty data collection teams based in the regional offices of the Statistical Service. A dedicated server will be installed to receive all edited and transmitted data. The data gathered on the server would be collected by the data processing team for processing. Feedback from the processing would be provided to aid validation and finalization of the data.

1.6 THE PROJECT DIRECTORATE

The Project Directorate is composed of

- i. The overall management of the conduct of GLSS-7 is under the Government Statistician who is also the National Project Director.
- ii. The Project Technical Director: The Deputy Government Statistician is the Project Technical Director, and is responsible for the administration of the survey; implementation of its broad guidelines, direction of the work of the Directorate; authorising expenditures; and making the necessary contacts for the smooth running of the project. He is generally responsible to the Government Statistician, who is the National Project Director for the conduct of the survey.
- iii. The Project Implementation Team: Members of this team assist the Project Technical Director in the conduct of the survey. They are responsible for training interviewers, keep in touch with the survey teams and see to it that instructions for completing the questionnaires are followed. They must be ready to give prompt and appropriate solutions to any technical or other problems that may arise in the field. They are also responsible for the design of the data entry applications and data processing programs. They are to ensure that all supervisors and interviewers follow instructions for running the programs and for the efficient use of the microcomputers and accessories.
- iv. Project Secretariat staff: They assist the PIC in performing their duties.

1.7 DATA COLLECTION TEAMS

Team Composition

For both urban and rural areas, a field team consisting of six (6) members would be constituted. The composition of each would be as follows:

Supervisor	...	1
Interviewers	...	4
Driver	...	1
Total	...	6

The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers. In addition, he is responsible for managing the team's equipment, vehicle and funds. He also represents the Project Director at the regional level.

The interviewers conduct daily interviews with the households. To avoid any interruption in the survey schedule, four interviewers are always at work

The driver drives the team from the regional/district offices to the place where the survey is being

carried out.

1.8 INTERVIEWER WORKLOAD

A team of four interviewers would work in four EAs during a 35-day cycle. One interviewer would be assigned to work in one EA during a cycle. In both rural and urban areas, each interviewer would conduct five interviews per day. Thus, at the end of each 35-day period (one cycle) a team would have interviewed 60 households (15 per EA).

An interviewer would visit each household in the EA assigned to him/her every fourth day as depicted in Table 2.

Table 2: Days of Visit

Batch	Days of Visit										
	1	4	7	10	13	16	19	22	25	28	31
1	1	4	7	10	13	16	19	22	25	28	31
2	2	5	8	11	14	17	20	23	26	29	32
3	3	6	9	12	15	18	21	24	27	30	33

An interviewer's workload of 15 households would be divided into five batches of three households. The batches would be visited according to the following schedule during the 33-day cycle (see Table 3).

Table 3: Schedule of visits

	Day 1	Day 2	Day 3	Day 4	Day 5		Day 6	Day 7	Day 8	Day 9	Day 10
Hhold	1	4	7	10	13		1	4	7	10	13
Hhold	2	5	8	11	14		2	5	8	11	14
Hhold	3	6	9	12	15		3	6	9	12	15
	Day 11	Day 12	Day 13	Day 14	Day 15		Day 16	Day 17	Day 18	Day 19	Day 20
Hhold	1	4	7	10	13		1	4	7	10	13
Hhold	2	5	8	11	14		2	5	8	11	14
Hhold	3	6	9	12	15		3	6	9	12	15
	Day 21	Day 22	Day 23	Day 24	Day 25		Day 26	Day 27	Day 28	Day 29	Day 30
Hhold	1	4	7	10	13		1	4	7	10	13
Hhold	2	5	8	11	14		2	5	8	11	14
Hhold	3	6	9	12	15		3	6	9	12	15
	Day 31	Day 32	Day 33	Day 34	Day 35						
Hhold	1	4	7	10	13		DEPARTURE				
Hhold	2	5	8	11	14						

NOTE: The 36th day of each cycle would be used for travelling to the next cluster

A diary of daily consumption and expenditure would be used to support the interviews. During the first visit, a literate person already identified in each household would be trained to record all subsequent expenditures made by the household and submit the diary to the interviewer on his next visit for entry into the appropriate sections. Where a household had no literate member, the interviewer would make daily visits to the household and record all expenditures in the diary meant

for the household.

At the end of the 5th visit (day 15th) the interviewer should have completed Part A of the questionnaire and this must be edited and submitted to the Supervisor on day 17th. The supervisor is to edit all 60 Part A questionnaires before the team leaves for the next set of EAs.

2 INTERVIEWER'S TASK

Your role as an interviewer is crucial to the survey. The quality of the data to be collected will be determined by the quality of your work. You should keep in constant touch with your supervisor and inform him of any problems you encounter in your work in the field.

The Supervisor, on his/her part, will provide you with all the necessary materials and instructions and will also collect and check your work and help you solve any problems that may arise.

Your principal task is to conduct interviews with households at the rate of at least 5 per day during the survey period. You must follow strictly all instructions contained in this manual. Read all questions exactly as they appear in the questionnaire.

You will be provided with the following materials for use in carrying out the interviews:

- Household questionnaires (Module A and Module B);
- Diary of consumptions expenditure;
- Tablet computer;
- Briefcase/satchel;
- Interviewer's Manual;
- Note Pad;
- Lead pencils and erasers;
- Pen;
- Bucket
- Student mattress
- Pillow
- Tape measure
- Measuring board
- Weighing scale
- Rain coat
- Wellington boot
- Solar lamps
- Flash cards
- Identification card (which identifies you as an employee of the Statistical Service)

You are solely responsible for keeping these working materials in order.

2.1 CHECKING THE COMPLETED QUESTIONNAIRE

After finishing each interview, you must verify that all the sections have been filled out correctly.

You must make sure that you have recorded the required information for the entire household members indicated in each section.

This must be done immediately after the interview before you transmit the data to your supervisor and, most importantly, before leaving the EAs.

Although you may correct minor errors due to your having written down **the answers badly, you must never under any circumstance make any other changes in the completed questionnaire without asking the respondents the same questions again.** At the end of each day's work, all filled questionnaires must be submitted to your supervisor for editing. Errors detected must be corrected during your next visit to the households.

2.2 RELATIONS WITH THE SUPERVISOR

You should always follow the advice given to you by your supervisor who is the representative of the Project Directorate at the regional level. He/She will assign you work at the beginning of each cycle of the survey. In order to satisfy him/herself that your work is up to standard, the supervisor will carry out the following checks in the field.

- He/She will examine in detail all questionnaires filled out by you to verify that each interview has been carried out properly and in full.
- He/She will make random visits to some of the households that you have already interviewed to make sure that you went to the correct addresses.
- He/She will observe three more of your interviews in a cycle to evaluate your method of asking questions. You will not be informed in advance.
- Each day he/she will discuss your work with you and make regular reports to the Project Directorate on your performance in the field.

Your supervisor is the link between you and the survey organisation. Just as you will receive instructions from him/her, you must inform him/her of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the questionnaire, you should ask your supervisor for an explanation.

2.3 QUESTIONS REJECTED BY THE CAPI APPLICATION

Your work will also be reviewed by the data CAPI applications, which will carry out checks on the answers to various questions, parts and sections of the questionnaire.

The CAPI application will be designed in two parts, A and B. Sections 1-7 in will constitute Part A and Sections 8-12 in another are Part B. At the end of the third visit you will have to submit Sections 1-7 to the supervisor for verification and onward submission to the server. He/She will then correct, together with you, all the answers that are not consistent regardless of whether it is the

fault of you or the respondent.

The part B i.e. Sections 8-12 will be submitted to the supervisor for editing at the end of the last visit in the EA. The next review with the supervisor will be done during the 5th visit of the next EA.

3 INTERVIEWING PROCEDURES

3.1 *ARRIVAL IN THE COMMUNITY*

The team will arrive in the community a day before the start of the survey. Accompanied by the interviewers the supervisor will visit the chief, Assembly members, Town Development Committee (TDC) members, and other prominent individuals to explain the purpose of the survey, and introduce the members of the team and discuss the survey program.

3.2 *FINDING THE ADDRESS*

First, you should look for the address written on the first page of the questionnaire and make sure that it is the household of the head indicated on the sample household sheet. Sometimes you will have difficulties in finding a household. You may be unable to find either the dwelling or the household:

- The dwelling at the address may be abandoned, the household having moved without being replaced by another,
- The household head whose name is on the sheet may have left and another household member might have assumed headship or responsibility of the household.
- The structure may have collapsed

If any of these happens, you should stop and ask for advice from your supervisor.

3.3 *CONTACTING THE RESPONDENTS*

You should contact each of the heads of households to be interviewed a day before the interview. The purpose of this is to introduce yourself, explain the purpose of the survey, and confirm that the interview will take place the next day. At the same time you will be able to find out whether an interpreter will be needed or not and make the necessary arrangements.

Ensure that the necessary people will be present on the date set for the first interview. During each visit, you must constantly remind respondents of the need to be present on each scheduled visit.

3.4 *EXPLANATION OF THE SURVEY*

When you enter a household the first thing you should do is to greet every one, introduce yourself and say that you are working for the Statistical Service. Each interviewer would be given an

introductory letter to show to all households. In addition, you should automatically show your ID card.

You must explain that:

- You are conducting a survey of Ghanaian and non-diplomatic households living in Ghana, and that the purpose is to find out about the present patterns of household consumption and expenditure, employment, and living conditions in the country. The survey is thus very important for planners to know how to improve the quality of people's living standards.
- The communities and the households that will be interviewed have been randomly selected. Other neighbouring communities and households have been selected in the same way.
- The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- The survey will be done in stages, each interview taking 5 days interval. Daily visits will be required if there is no literate person in the household who can keep a diary of expenditures.

You should frequently remind the respondent of the purpose of the survey and of the fact that the data obtained would be kept confidential. This is very important at the beginning of each visit. As several people are interviewed on each visit, these reminders must be given to each of them in turn. You must also ensure that the interpreters understand the confidential nature of the interviews. If a supervisor or a member of the Project Directorate accompanies you, you should introduce him/her at the beginning of each interview. Explanations play a great part in the willingness of people to reply to questions.

3.5 USE OF INTERPRETERS

When you first enter a household, you must find out whether you will need an interpreter or not. If no one in the household speaks English well enough to interpret and none of the team members speaks the language of the household, you must ask the household to choose someone (for instance, a friend, a neighbour or a relative) to interpret for the interviewer. This person should be someone who speaks English well and is trusted by the household, since the responses to questions are confidential.

You should be aware that in either case certain problems could arise from the use of interpreter:

1. It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks English does not speak it well enough to translate everything said during the interview, and he will not want to admit it.

If you find that the replies do not correspond to the questions, try tactfully to help the interpreter or to replace him/her. You could for instance, suggest that interpreting is a very tiring job, and that the interpreter should take a rest while someone else carry on. Or you might say that you have already

taken up too much of his/her (interpreter's) time, and that the job should be shared among a number of people.

2. Another difficulty often encountered is that the interpreter is so familiar with the household that he starts to answer for the respondent without directing the question to him/her (respondent). In such a situation you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.
3. If the interpreter is a member of the community the respondent may be unwilling to answer honestly particularly to sensitive questions and those involving income and money as they may feel that the interpreter will share this information with others in the community. If you feel that this is potentially the case, and/or the respondent appears reluctant to answer certain questions you should reassure the respondent that all answers are confidential and remind the interpreter of this and their important role in maintaining this confidentiality.

3.6 FILLING OUT THE SURVEY INFORMATION SHEET

The SURVEY INFORMATION SHEET covers the first two pages of the questionnaire. There are a number of different parts, which must be filled out by different members of the team. Some information will already have been written by the supervisor e.g. the name and number of the EA, the household number, the name of the head of household, and the address of the house.

First Visit

When you arrive at the household, you must complete the first page. Write your name and in the space to the right, your code number and the date of interview. The particulars of the initially selected household will be provided beforehand by the supervisor. Write also the name of the supervisor, and in the space to the right his/her code number. In the event of a dwelling not found or not occupied contact your supervisor.

NOTE: The nature of the survey is such that no interview can be deferred.

Household for Interview

Enter the particulars of the household that is actually interviewed. Code the language used by respondent in answering questions, and indicate whether an interpreter was used or not.

Continuation Questionnaire

The household questionnaire has enough space for only 15 people. If your household consists of more than 15 people, you will need a **CONTINUATION QUESTIONNAIRE**. This questionnaire is just the PART A questionnaire, containing the household Roster (section 1) plus sections 2, 3, 4 and 5. You must not fill section 6 for the continuation questionnaires.

If you use a continuation questionnaire, you must write "1/2" (meaning "the first of two rosters") on

the main questionnaire, and "2/2" (meaning "the second of two rosters") on the continuation questionnaire.

The Interview

You must be careful to follow all the instructions set out in this manual the most important of which is to ask the questions exactly in the form in which they appear on the questionnaire. The questionnaire should be filled during the interview. You must not record the answers on scraps of paper with the intention of transferring to the questionnaire later. Neither should you count on your memory for filling in the answers once you have left the household.

Tempo of the Interview

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him/her back to the original question. Remember it is you who are running the interview and therefore you must be in control of the situation at all times.

Objectivity of the Interviewer

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself.

You must also avoid any preconceived ideas about the respondent's ability to answer certain questions or about the kind of answer he/she is likely to give. Your most important task is to read the questions exactly as they are written in the questionnaire.

Private Nature of the Interview

All the data collected are strictly confidential. Any breach of the confidentiality is forbidden by law. In principle all the questions should be asked in complete privacy to ensure that the respondent answers remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

There are some sections, which are very sensitive and might require more privacy:-

- Health (section 3 which asks questions concerning fertility, pregnancies and birth control)
- Agriculture (section 8 where questions on assets and income generated from agricultural activities would be asked.)
- Non-Farm Enterprises (section 10 where questions on income and assets of these enterprises will be asked.)
- Income Transfers and miscellaneous income and expenditure (section 11).

- Assets and Credits (section 12).

When you get to these sections you should explain to the respondents that some questions are confidential and ask him for the best place in the house where he is least likely to be disturbed. If another adult does not understand and refuses to leave, you must use tact and imagination to try and get rid of him.

- Ask the respondent to persuade the other person to leave.
- Explain as politely as possible that the interview must be conducted in private.
- Try to satisfy the person's curiosity by reading the first few questions, and then say something like “you have heard some of the questions. Will you now excuse us for a little while”?

Survey Schedule

It is essential to make the respondent understand that there will be repeated visits to the household and that each interview will last no longer than one hour. Inform them that it is important for them to be present at each visit so that all information about their daily consumption and expenditure could be accurately reported.

Date of Next Visit

Before leaving, you must thank all the members of the household who took part in the interview and inform them of the date for the next visit. This should be exactly **five (5)** days apart for all households. You should emphasise on the need for the respondents to keep appointments.

3.7 COMPLETING THE QUESTIONNAIRE

The questionnaire will be administered in a piecemeal fashion so as not to overburden the respondents. This means that the total interviewing workload will be spread over eleven visits to a particular household.

With the exception of the consumption/expenditure section for frequently purchased items which must have short recall periods and so will need to be repeated at every visit, all other sections will be administered only once. You must start administering the questionnaire on frequently purchased items on your second visit to a household and must be repeated at every subsequent visit. Questions on less frequent expenditures will be asked on the last visit.

The whole questionnaire will be completed by the teams as follows:

<u>VISIT</u>		<u>SECTION</u>	<u>VISIT</u>		<u>SECTION</u>
1 st	1, 2,5 6A, 7	5 th	9C, 10, 8H, 9B
2 nd	3, 8H, 9A,9B	6 th	11, 8H, 9B
3 rd	4, 6B, 8H, 9B	7 th	12, 13, 8H, 9B

After the Interview

After each visit to the household, you must fill out the "summary of the survey result" page of the questionnaire (see attached form). For each visit you should show the date on which you asked the questions and outcome. COMPLETE means all the appropriate questions were asked of all the persons concerned. PARTIAL means that the questions were not asked of all the appropriate persons, for instance, if some persons were not available. DISCONTINUED means the respondent is not available for the remaining sections. This can happen in only two sections: Section 8 (if the household is not engaged in any agricultural activities) and section 10 (if the household is not engaged in any non-farm enterprises).

Do not write in the columns reserved for the supervisor and the data entry operator.

Observation Sheet

You must also fill out the observation sheet. You should indicate on this page how far the respondents were willing to co-operate, the problems they had in answering any of the questions, any unfavourable circumstances, and any comments you wish to make for the benefit of the supervisor. You should write down the comments immediately after the interview, but never in the presence of respondents.

Conduct of the Interviewer

The interviewer must observe the following rules:

1. You must be courteous towards everyone (the respondent and his/her family and friends, the supervisor, the other members of the team and everyone else involved). Your behaviour can have an enormous influence on people's opinions in the localities covered by the survey.
2. You must avoid disturbing or upsetting anyone by your behaviour.
3. You must be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
4. You must arrive at the stated time, and never keep the respondents waiting.
5. You must exercise patience and tact in conducting the interview, to avoid antagonising the respondent or leading him to give answers that are not in conformity with the facts.

PART 2: THE HOUSEHOLD QUESTIONNAIRE

4 **GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE**

There are a number of basic principles that the interviewer must observe throughout the questionnaire.

1. Questions must be read to the respondent just as they are written in the questionnaire. Read all questions in a clear and comprehensive manner, and wait patiently for the reply. Respondents may delay in giving the reply because either he/she (a) has not heard the question well or (b) not understood the question or (c) does not know the answer.

In any case, repeat the question much clearly. If there is still no answer, ask whether the question has been understood and, if necessary, reword the question without changing the sense. If it is difficult to get the right answer, you should help the respondent to consider his/her reply.

Codes

2. Most answers in the questionnaire are pre-coded. You must write only the code corresponding to the answer given by the respondent in the appropriate box or column. e.g.

Question: Were these remittances made on a regular basis?

DAILY -----1
WEEKLY -----2
MONTHLY -----3
QUARTERLY-----4
ANNUALLY -----5
OTHER (SPECIFY)-----6

If the answer is "quarterly", for example, you will write 4 in the box or in the appropriate column.

3. In order to ensure that the correct answers are always recorded, it is suggested that you might circle the code before recording the answer in the box provided. This can only be done in sections where there is only one answer for the whole household. It should not be done in sections where answers are required for each household member, agricultural holder or other multiple answer situations.
4. For those questions, which are not pre-coded, the interviewer should write the answers in figures, that is, numerals and not in words. For example, if the question is "how many acres of farm were cultivated by the member of the household in the past 12 months?" and the answer given by respondent is twenty acres, write 20 in the box or column as below:

20

Skip Pattern

5. There are special directives given to the interviewer at the end of a question or after answering a question.

- a) If there are no special instructions, go on to the next question..
Example: Question 3: Does the father of (NAME) live in this dwelling?

Yes-----1
No-----2

Whatever the response to question 3, go to question 4.

- b) An arrow (>>) after a reply or answer shows that the interviewer must go to the Question or Part just after the arrow.

Example: Question 4: How did this pregnancy end?

LIVE BIRTH-----1
STILL BIRTH-----2
MISCARRIAGE-----3 (>>8)

This means if the response is miscarriage, the interviewer must put 3 in the box or column and go to question 8. However, if the answer is **Live birth or Stillbirth**, the interviewer goes to next question.

- c) An arrow placed well below the bottom of the answers shows that whatever the reply given by the respondent, the arrow must be followed.

Example: Question 9: Was any portion of the harvest given to the landlord?

Yes-----1
No-----2
>>12

This means that whether Yes or No, go to question 12.

- d) A skip pattern or arrow may be followed by an instruction.

Example: Question 13: Was the school you attended public or private?

PUBLIC-----1
PRIVATE-----2
>> PART C

This means whatever the response you must go to Part C of the same section.

Example: Question 14: Is the enterprise currently operating?

YES-----1

This shows that whatever the reply, go to section 5 of the questionnaire.

- 6. You may have to provide or insert the name of a person, place, thing, animal, etc. into a question. This is always indicated by the signand it occurs very often throughout the questionnaire.

Examples:

- a) How old is (NAME)? You will insert the name of household member (say, Patience) to read "How old is Patience?"

- b) How much was the (ITEM) purchased? Here a number of items are pre-listed and the question is asked for each of the items in turn, each time inserting the name of the next item on the list.

- 7. OTHER (SPECIFY). If the reply given by the respondent does not fit in the list of pre-coded responses, you must use the code number of "other (specify)". In this case you should give details briefly in the space provided.

Example: Question: Who paid for most of these health expenses?
 Household Member ----- ID
 Other Relative ----- 80
 Government----- 81
 Employer----- 82
 Other (specify) ----- 83

Supposing the reply is **FRIEND**, code 83 in the box or column and write FRIEND in the space provided under "other".

- 8. Write names of persons, places or things very legibly and in capital letters too. This applies to figures as well.
- 9. When dealing with distances and lengths or heights, and if no special instruction is given, round off the reply.

Examples: 0.00 to 0.49 miles = 0 miles
 0.50 to 1.49 miles = 1 mile
 1.50 to 2.49 miles = 2 miles etc.

- 10. Do your best to avoid accepting answers like "**I don't know**" by helping the respondent to consider his/her response. In this manual there are many sample questions that can be asked to help the respondent to estimate for example the area of a field, income, quantity of crops harvested or sold, the age of a household member etc. Nevertheless, it does happen that even with the help of the interviewer, the respondent cannot give an answer. In that case, you should

refer to the supervisor who will help you.

Data Capture

Data will be collected using the Computer Assisted Personal Interviewing (CAPI) system. This system makes use of an electronic Tablet with a developed application using Census and Surveys Processing (CSPro) software. All information collected from the respondent would be entered directly onto the Tablet by the interviewer. Skip patterns have been incorporated into the application therefore, where there is a skip; the system automatically takes you to the next applicable question.

1. In the case of figures, don't use roman numbers: i.e. write 6 instead of VI. If you are not sure of the spelling of a place or name contact your Supervisor.
2. In writing amounts and other figures, do not separate each group of three figures with a comma, e.g. 100000.
3. In a question whose response is a quantity, type only the figure as directed in (2) above without the units.

Examples:

(a) "How much was .ITEM..... purchased."

Response: "Twenty five thousand Cedis".

Here, you should type the AMOUNT in the quantity box and the UNIT in the unit box.

In the box or column, just type 25000 without the cedi sign.

(b) "How old is .NAME.....now?"

Response: "Forty three years"

Write 43 in the box or column without years.

(c) "What was the quantity of goods and services produced or supplied since my last visit

Response: "Nine thousand, four hundred and twenty

Write **9420** in the box or column.

Generally where a question specifically calls for a unit of measurement, the CODE for the unit will be shown on the appropriate page for your reference.

SECTION 1

HOUSEHOLD ROSTER

Purpose

This section has three main purposes:

1. It identifies every person who will be considered as a member of the household;
2. It provides basic demographic data, such as age, sex, and marital status of everyone having spent the night preceding the interview under the same roof, regardless of age or occupation.
3. It collects information on educational level and occupation of the parents of household members.

The Household Roster must be completed with the very greatest attention to detail. This would ensure the quality of the data being collected.

Respondent

For the Household Roster, the respondent should preferably be the head of the household. If he/she is away or will be away, the next person who is acting as head of household should be interviewed. The person selected must be a member of the household and capable of giving all the necessary information on all household members. Other members of the household can help to answer questions by adding information or details especially when the questions are about them.

Definitions:

Household

A household consists of a person or group of **related or unrelated persons**, who live together in the **same housing unit**, who acknowledge one adult male or female as the **head** of the household, who share the **same housekeeping and cooking arrangements**, and are considered as **one unit**. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Remember that not all related persons living in a house form one household, and that more than one household may live in the same house but **one household cannot live in two different houses**. Probe well to put every person in the right household.

It is not an easy task putting persons found in a house or compound into the right households. The following examples are therefore given as guidelines:

1. In general, a household consists of a man, his wife, children and some other relatives or a house help who may be living with them.
2. In large family houses where there may be two or more generations of relations living,

care should be taken not to treat the grandfather, his married children and their families as forming one large household. Note that sharing meals with each other is not the same as sharing the same housekeeping and cooking arrangements. Probe well to separate the various households.

3. Treat as one household if a man lives with more than one wife and their children in the same house and eats successively with each of the wives in turns.
4. If a man does not live in the same house as his wife or wives, the man and his wife/wives must be considered as separate households. Any children and others must be included in the household of the one in whose house they sleep. Thus, if a man and his wife live in different houses and their two sons sleep in the father's house after eating in their mother's house, the children must be included in the father's household while the mother is listed as a single-person household.
5. A lodger who sleeps and eats at least one meal with the household a day must be treated as a member of that household.
6. A house help and his family who live in a house or an outer-house (boy's quarters) in the same compound as the employer must not be included in the employer's household if they prepare their own food. However, if they eat and sleep with the employer, they should be considered as part of the employer's household.
7. If two or more unrelated persons live together in one room or apartment, they should be considered as separate single-person households if they do not share a common catering arrangement.

Head of Household

This is the person acknowledged as such by members of the household and who is usually responsible for the upkeep and maintenance of the household.

The *head of household* will be identified by the household members themselves. He/She is the person who is named in reply to the question 'Who is the head of this household?' Most often, but not always, it will be the person who is the main provider and who is familiar with all the activities and occupations of household members. The head of household can be male or female.

Dwelling

The *dwelling* is the structure or group of structures (rooms or buildings), separate or contiguous, occupied by the members of the household. It can be:

- A single-family house/hut,
- A flat/apartment (self-contained);
- Rooms (compound house);
- Several huts/buildings (same compound);
- Several huts/buildings (different compound).

Tenant

A tenant is someone who pays for board and/or lodging. If a tenant lives in the dwelling being interviewed but does not eat with the rest of the household, then he/she is not a member of that household being interviewed and should therefore be considered as a separate single person household together with his/her spouse(s) and children if any. However, if the tenant eats with the

family, then by definition (above) he/she **is** part of the household and should be included in the household roster.

INSTRUCTIONS

HOUSEHOLD ROSTER

The roster must be filled with the greatest care. A summary of the following instructions is on page 1.1 of the questionnaire. There are three steps in this operation:

First Step: Questions 1 to 3.

The sheet on which to write the names for question 1 is located AT THE BACK of Section 5: MIGRATION, of the questionnaire on a flap, which should be kept visible throughout the interview.

The respondent is asked to give you the names of all the people who normally sleep in the dwelling and take their meals together. The order in which people are to be recorded is laid down in the instructions above the table:

- a. The first person must be the head of household, even if he or she is not the respondent and even if he or she is absent;
- b. Next come the members of his or her immediate family (wives/husband/and children) who sleep in the dwelling and take their meals together;
- c. Where the respondent has more than one wife record the name of the first wife followed by her children then the second wife followed by her children in that order;
- d. Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
- e. Unrelated persons who sleep in the dwelling and take their meals with the household;
- f. Last are those people who have slept under the same roof during the night preceding the interview, even if they do not normally live with the household.

Name

Full Name: Write in the space provided in column 'C' of the household roster, the full names of all household members/visitors. The names you put down must be such that if a second visit is paid to the house during or after the final interview, the persons to whom the names refer can be easily identified.

NOTE

- i. *Persons with more than one name:* If a person has two names, one for official use and the other for use at home, write down the name(s) by which he/she is best known in the neighborhood or village where he/she is being enumerated and then write his/her other name(s) in parenthesis. For example, Ato Safo (Charles Mensah).
- ii. *Persons with identical names:* You may also come across households where two or more persons have identical names. In such a case you must record also the nicknames, or any other names by which they are distinguished in the household or by neighbors and

friends, e.g., Kofi Kyamba Panyin and Kofi Kyamba Kakraba. Failing this you must distinguish them by physical characteristics such as height or fatness or shortness. Thus, for instance, you can have Abongo Jato (fair coloured) or Kofi Dogo (tall).

- iii. Against each name you must show the sex of the person and his/her relationship to the head of household.

Question 2: Sex

It is important to ask for the sex of the person when information is being given to you by a third person. Do not infer the sex from the name or names of the person. Bear in mind that some names can be misleading in this respect e.g. Kafui, Sena, Kakra, Panyin, etc. Some people also use George as a short form of Georgina and Ben for Benedicta.

Question 3: Relationship

Record how the person listed is related to the head of the household. Be particularly careful in doing this if the respondent is not the head of the household; make sure that you record the relationship of each person to the household head, **not** the relationship to the respondent. For example, if the respondent is the wife of the head of the household and she says that Nab is her brother, then Nab should be coded as OTHER RELATIVE **not** BROTHER OR SISTER, because Nab is a brother-in-law of the head of the household. If the head of the household is married to a woman who has a child from a previous marriage, that child's relationship to the head of the household should be coded as ADOPTED/FOSTER/STEP CHILD.

Second Step: Questions 4 to 24

Now ask questions 4 to 24 about each of the household member on the list from the first question. You must get to question 24 for a member on the list before going on to the next person on the list. People who are not household members are identified in questions 24 by code 2; DO NOT DELETE THE LINES REFERRING TO THEM.

Questions 4 & 5: Age and Date of Birth

Age is to be recorded in years and months for persons aged five (5) years and below. For those household members who are 6 years and older, record the age in completed years. Completed years means the age of a person's last birthday. If, for instance, the respondent's eighteenth birthday falls on the following day, you must enter 17 as the answer. If the person does not know his/her age refer to events that have taken place in his/her life or in the Community (village, town, country) or the World such as the independence day of Ghana, World Wars, Earthquakes etc. as shown in the Calendar of Events.

Questions 4-5: Age and exact date of birth are among the most important pieces of information for the survey. If the exact date of birth can be determined from memory recall, official documents, such as a birth certificate, affidavit of birth, national identity card or passport (Question 4), record the age as the answer to Question 4. If a person does not know the day, month, year or either, code in its place '99'. Example, Akua Manu says she was born in June 1980. Code '99' for day and write '06' for month and '1980' for year. You must then ask the respondent's age and put the reply as the answer to Question 5. Cross check to ensure that the

answers given for questions 4 and 5 agree.

What to do when a person does not know his/her age

- (i) For such a person, use the following method to estimate his/her age: -
 - (a) Ask him/her to name any historical event (preferably a local one), which occurred around the time of his/her birth.
 - (b) Ask him/her to give you an indication of how old he/she was when that event occurred or how many years elapsed before his/her birth.
 - (c) Then use this information to work out his/her age. For example, if a respondent tells you that he/she was about 15 years when Ghana attained her independence this person must be $15 + 55$ (i.e. 6th March 1957 to May 2012) = 70 years.

- (ii) If this approach does not elicit the required information, then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old however small she may look. You may then try to work out her age by the following method:
 - (a) Ask her, at what age she had her first child.
 - (b) Determine the age of her oldest child.
 - (c) Then assume that the average woman in Ghana gives birth to her first child at about 18. Without further probing, you must not base your assumption on the oldest living child. There is the likelihood that in certain cases the first child died later on or that the woman had miscarriages or stillborn children before the oldest living child was born. Therefore, if the woman tells you that she had one miscarriage or stillbirth before the oldest living child was born you must make your estimation from the year of the first miscarriage, stillbirth or live birth.

Note also that some women do not have children early in life while others have children earlier than what generally obtains in the community. Therefore, in every case you must find out whether she had her first child, miscarriage or stillbirth at the usual age before you assume she was 18 years at her first pregnancy.

- (d) Then use the information obtained by means of 'a' and 'b' above to estimate her age.

- (iii) If you are obtaining information about an absent person from a third person, then obviously you have to rely on the information supplied by the third person in estimating the age in respect of the person who is absent. Under NO circumstance must you leave the age column blank.

Questions 6 to 9 Refer To Persons Aged 12 Years or Older

Question 6: What is (NAME'S) present marital status?

PRESENT MARITAL STATUS applies to the day of the interview. In order to get the required

response, you must read out each category to the respondent; otherwise, he will reply for example, that he is a bachelor instead of divorced or separated. MARRIED includes all types of marriages, e.g. civil, traditional, or common law (a couple living together, several wives). A Consensual Union is a co-habiting sexual relationship contracted by two consenting adults without civil or traditional recognition. For options 3 to 5, skip to question 9 and for option 6 skip to question 10.

Question 7: Does (NAME'S) spouse live in this household?

The question is for persons who indicated that they are either married or in consensual union. The question seeks to know if the spouse of the respondent is a member of the household being interviewed. If NAME's spouse does not live in the household skip to question 9.

Question 8: COPY THE I.D. CODE OF THE SPOUSE

This is an instruction to the interviewer. If the name of the husband or wife or partner is listed in the household roster, enter the identification code of the husband/wife for Question 8. (Check the household roster for the names and select the corresponding identification codes). Each person on the list has a unique two-digit code number that will apply to him throughout the questionnaire. **Note:** If a man has several wives, record the code number for the first one only.

Question 9: At what age did (NAME) first get married or start living with a partner?

This refers to the age of the respondent when he/she first married or started living with a woman/man as if married. Record the AGE at FIRST marriage of (NAME). Ask whether he/she has any documentation that might give the date from which you could estimate the age. As with other age questions, if he/she does not know, probe. For instance, ask how old he/she was when his/her first child was born and then ask how long before giving birth he/she began living with his/her first spouse or partner and not necessarily the current partner. Do not leave this question blank.

Question 10: What is (NAME'S) religious denomination?

You are to enter the respondent's religious denomination. Ask the religious affiliation of each respondent. Do not assume that every household member, particularly the children, belong to the same religion as the head or the head's spouse.

Do not use respondents' names to determine their religious affiliation. For example, Yaw Owusu may be a Muslim whilst Yakubu Fuseini may be a Catholic. It is therefore very important to ask for the religious affiliation of every respondent.

Record the appropriate code under the column for each respondent

01 **No Religion**-Some people do not have any religious beliefs and thus do not belong to any religion.

02 **Catholic**- Christians who belong to the Catholic faith

03 **Protestant** - These are made up of mainly the Churches that belong to Christian Council and include; Anglican, Methodist, Presbyterian, AME Zion,

Lutheran, E.P. Church, Global Evangelical Church, etc.

- 04 **Pentecostal/Charismatic** - This group comprises Churches which are mainly under the Ghana. Pentecostal Council and include: The Apostolic Church, Foursquare Gospel Church, Christ Apostolic Church, Assemblies of God, Church of Pentecost, International Central Gospel Church, Action Chapel, Praise Valley Temple, Rhema Christian Centre, Christ Embassy Church, Perez Chapel International, International Bible Worship Centre, Victory Bible Church, Jubilee International Church, Light House Chapel, Salvation Army, etc.
- 05 **Other Christian** - Other Christians include members of the Seventh - day Adventist (SDA) Church, Mosama Disco Christo Church, Church of Christ, Kristo Asafo, Odifo Nkansah/Awoyo, Church of Jesus Christ of Latter Day Saints, Jehovah Witness, Church Universal and Triumphant, etc.
- 06 **Islam** - These are made up of people who mainly use the Holy Qur'an and the Hadith as their books of instruction. They include the following sects: Al-Suna/Tijaniya (orthodox), Ahmadis and other Islamic sects.
- 08 **Traditional Religion** - These are made of people who worship gods such as "abosom"/"tro"/"woŋ", Africana mission and other forms of ancestral worship. Examples of some of the gods are "akoned", "antoa nyama", "tegere", etc.
- 09 **Other Specify** - These include Eckankar, Bahai, Hinduism, Buddhism, Hare-Khrisna, Yoga and all Transcendental Meditation religions.

Question 11: In what region/country was (NAME) born?

The purpose of this question is to find out the region/country the respondent was born. Enter the Region of birth if (NAME) was born in Ghana or the corresponding country code, if born abroad. Use mother's usual place of residence at (NAME'S) birth.

Question 12: What is (NAME'S) nationality?

You are required to differentiate between a Ghanaian by birth and a Ghanaian by naturalization as well as all other nationals. Other nationals have been grouped into ECOWAS nationals, Africans who are not from ECOWAS Countries and Non-Africans.

(1) Ghanaian by birth:

- a. A person born in or outside Ghana, one of whose parents is a Ghanaian citizen.
- b. A child of not more than seven (7) years of age found in Ghana whose parents is not known.

(2) Dual Nationality (Ghanaian and other)

This relates to a citizen of Ghana who holds the citizenship of another country in addition to his/her Ghanaian citizenship.

- (3) Ghanaian by naturalization: For the purpose of this census, a Ghanaian by naturalization include the following:
- Adopted Child: A child of not more than sixteen years of age neither of whose parents are a citizen of Ghana who is adopted by a Ghanaian.
 - Citizenship by Registration: A person who acquired citizenship by registration.
 - Naturalization: A person who acquired Ghanaian citizenship by naturalization.

Record the current nationality of (NAME). If any of the answers fall within 03 – 16, skip to question 14.

Question 13: To which ethnic group does (NAME) belong?

This question is for respondents who indicated that they are either Ghanaians by birth or dual nationality in question 12. Enter the ETHNICITY of (NAME) if Ghanaian by birth or Ghanaian with dual nationality.

Question 14 asks if the respondent's father lives in the household. If yes, locate his name on the list and copy out his ID as a response to Q15. Father here means biological father. If the answer is **NO** skip to question 16.

Question 15: Indicate the I.D. of biological father of NAME and skip to question 18.

Question 16: The "highest educational level" means the highest level of formal schooling completed. If someone (respondent's parent) dropped out of school at a level it means he/she has not completed that level and so it should not be recorded as the highest. For instance, a drop out from secondary school form three during the second term will have his/her highest educational level completed to be probably the middle school level since he could not finish the secondary school. If option 12, don't know is chosen, skip to question 17.

Question 16a: What is the Highest Grade (Class/Form/Year) NAME's father has completed at that level of schooling?

Question 17: What kind of work has (NAME'S) father done for most of his life?

Ask for the main type of work respondent's father has done for most of his life. If the respondent's father has done several type of work in his life time to date record the one that he spent most of his time on as the main type of work.

Question 18: Does (NAME'S) mother live in this household?

Find out if the respondent's mother lives in the household. If yes, locate her name on the list and copy out her ID as a response to Q19. Mother here means biological mother, i.e. the woman who gave birth to the person in question. If any of the answers ranges from 2 – 4, skip to question 20.

Question 19: I.D. of biological mother

Indicate the I.D. of biological mother of NAME (respondent) and skip to question 22.

Question 20: What is/was highest educational level attained by NAME's mother?

This question seeks to elicit information on the highest level of formal school NAME's or the respondent's mother attained.

Question 20a: What is the highest grade completed by NAME's mother at that level?

For all levels of education, there are classes or forms or years that the respondent completed. Indicate the highest grade (Class/Form/Year) NAME's mother has completed at that level of schooling.

Question 21: What kind of work has NAME's mother done for most of her life?

"Most of her life" means the work she spends most of her time doing. Probe to identify the work done by the woman, as most of them are likely to say/answer housework while they may actually be engaged in farming or trading.

Question 22: For how many months during the past 12 months has NAME been continuously away from this household? Write the exact number of months the respondent was away from the household during the past 12 months. Note that the answer to this question will be used to identify the household members in question 24. Ask respondent to be as specific as possible.

Question 23: While absent, is/was NAME a member of another household? (Include single person household) Ask about the number of months within the 12 month-period prior to the interview that the respondent has been away from the household. Away from household here means not only away from the physical structure where s/he resides, but her home community.

Question 24: Criteria for selection of household member

Here, listed persons who qualify as household members are identified. Refer to the answer to question 22 and use the following criteria:

- * If the answer is six (6) months or less the respondent is classified as a household member.
- * If the answer is more than six (6) months, only the following persons should be classified as household members:
 - The head of the household
 - Children under 9 months old
 - Those who answered **NO** to question 23

According to the definition of household membership, children of household members aged less than 3 months are considered to be household members.

Consider these three examples:

- In the first household you come across a child aged one month who has lived and taken his meals with the household since he was born. In Question 22 the answer is 00 month, because before he/she was born he/she neither lived nor took his/her meals with the household.

Nevertheless, the child is considered to be a member of the household because he/she is under six months old and is the child of a household member.

- In the second household you find that the wife of the head of household has given birth to a child in her parents' village. The child is two months old, and the mother and child are still staying with the child's grandparents. The wife is a household member because she has been absent for only two months during the past twelve months. The child, who was absent for twelve months out of twelve, is nevertheless a member of the household because he/she is under 6 months old and child of a household member.

Children who are away at school are not usually residents of their parents' household but of the household where they stay during school time.

And for all those identified as household members, using the above criteria, enter the appropriate code (1 or 2) in question 24 and immediately put a cross (X) against their names in column A headed MEMBER. Also for all those with crosses (X) against their names in column A enter their respective ages in column B headed AGE. If a child is less than one (1) year old write zero for his age in column B. Leave columns A and B blank for all those listed but who are not household members. That is, only household members must have crosses and their ages entered in columns A and B respectively. Read out clearly the names of the household members and tell them that they are the people from whom information is required for the survey. Administer the rest of the questionnaire in this section, one after the other, to only those you have identified as household members.

At Question 24, PUT 1 FOR MEMBERS OF THE HOUSEHOLD, 2 FOR NON-MEMBERS. Then go to the next person on your list, and ask Questions 4 to 24.

Third Step: Columns A and B (on Flap)

When you have completed Questions 4 to 24 for everyone on the list in Column A (on the left of the sheet) place a cross against the name of each person who received code 1 in Question 24, that is, for all household members.

Then, in Column B, copy the age in completed years of each person for whom you have placed a cross in **Column 'A'**, that is, for all household members. If someone is 4 years 6 months old, write 4 years. If a child is less than one year old, write 0.

Leave Columns A and B blank for everyone who is not a member of the household in answer to Question 24. Read out the names to the respondent and explain that for the rest of the survey it is these persons only for whom information is required when you ask about members of his household.

SECTION 2

EDUCATION

Purpose

The section on Education has three parts: Part A is on the general educational background of the household members. Part B is on educational career whiles Part C has questions on Literacy and Apprenticeship of household members.

The objective of this section is to measure the level of education or formal schooling of all household members aged three (3) years or more. It is also intended to measure how much was spent on education of household members during the past 12 months.

Questions are also asked to obtain information on the type of school (public or private) attended and the highest qualification obtained, including short training courses. The section also collects information on literacy levels and apprenticeship of members including those who have never attended school.

INSTRUCTIONS

Circle the MEMBER IDENTIFICATION (ID) of the person whose information is being recorded. Always record the identification number (ID) of the person actually interviewed in the "ID OF PERSON INTERVIEWED" column.

PART A: GENERAL EDUCATION

This part covers general information related to education in the past 12 months. Questions are asked on the highest level, grade, qualifications attained and the expenses made on education in the past 12 months. Household members **3 years and older** are required to respond to these questions.

Question 1: Has NAME ever attended school?

This question refers to full time education in an educational institution such as kindergarten, primary, middle, JSS/JHS, vocational, commercial, technical, SSS/SHS, teacher training college, university or similar type of school where a person spends or has spent at least 4 hours a day receiving general education in which the emphasis is not on vocational skill or trade training. It excludes night schools, trade schools such as Flair Catering, Motor Driving schools, adult literacy schools etc. It also excludes on the job training establishments like, Commercial Bank training school and Labour college. Enter the proper code and note carefully the skip pattern for those who have never been to school.

Question 1a: What is/was the main reason why NAME has never attended school?

This question seeks to find out the reason why the respondent has never attended any formal education in his/her life. Note that any response for question 1a, you are supposed to skip to Part 2C.

Question 1b: What is the highest level of education NAME has attained?

This question seeks to elicit information on the highest level of formal school respondent attended. Note that the interest here is to find the highest level of formal school respondent ever attended or attending and NOT the level completed. If a respondent dropped out of school at a level it means he/she has attended that level. Also note that first degree includes undergraduates who are still in the Universities and Polytechnics and those who attended university but dropped out before completing the bachelor degree in addition to those who have completed their bachelor degree.

Similarly, the Post Graduate category includes those who have completed post graduate diploma, masters’ degree and PhD. It also includes those who are currently doing a postgraduate course and those who started post graduate course but dropped out before completion.

Enter the code applicable to the person. You will also come across people who through distant, sandwich course or adult education have attained some level of schooling. In such cases, find the equivalent level of schooling and record the appropriate code. Note that a “**NONE OR DON’T KNOW**” response to question 1b will skip to part 2C.

Question 2: What is highest grade completed at that level?

The HIGHEST GRADE COMPLETED is the last full grade completed, not the one attended or attending during the current school year. For instance, if the person is now in JSS2, the last grade completed will be JSS1. Note carefully that the codes also include the grades for the old school system (middle, JSS, and sixth form). Note that a ‘none’ or ‘pre-school’ response to question 2a, you are to skip to question 3.

The codes for the answers are as follows:

NONE	00	SS1	24	Comm./Tech/Voc	41
PRE-SCH	01	SS2	25	Teacher Training	42
P1	11	SS3	26	Nursing	43
P2	12	SS4	27	Polytechnic/Uni	52
				Other Tertiary	53
P3	13	S1	28	Other, specify	61
P4	14	S2	29		
P5	15	S3	30		
P6	16	S4	31		
JHS1	17	S5	32		
JHS2	18	L6	33		
JHS3	19	U6	34		
M1	20				
M2	21				
M3	22				
M4	23				

Question 2a: At what age did NAME start primary school?

State the exact age at which (NAME) started primary school. This age must be in completed years.

Question 3: What was the highest educational qualification attained?

The HIGHEST EDUCATIONAL QUALIFICATION attained refers to the completion of an educational level or course. A student who dropped out from school would not have achieved the qualification for that level he/she dropped out

BECE: This qualification is for all persons in the household who completed a three-year JSS/JHS.

MSLC: For all persons in the household who completed Middle School. For instance, if one dropped out in secondary Form 5 then one would probably have achieved the MSLC/JSS/JHS if he/she finished middle school or JSS/JHS before entering into secondary school.

SSCE/WASSCE: This qualification is for all persons in the household who completed a three or four year SSS/SHS. If one dropped in SSS3/SHS3, then highest qualification attained will be BECE, if he did complete BECE before entering into SSS/SHS

O'Level: This category of persons should have completed a five-year Secondary Education.

A' Level: This category of persons should have completed an additional two years after completion of a five-year Secondary Education. In all, they should have completed seven years to attain this qualification. If a respondent says he dropped out after completing six years, it means his highest qualification is O'Level.

Certificate: These are qualifications obtained from Vocational/Technical/Commercial educational institutes. Others are Post-Secondary/middle certificate (teacher training, agric., nursing, midwifery, and other certificates). Technical or Professional Certificate refers to a certificate received from such types of training institutes like technical and advanced/specialist colleges. Certificates awarded by such training institutes include the following: an advanced/diploma, a state registered nurse's certificate and others.

NOTE: The Nursing and Teacher Training certificate from their *DIPLOMA COUNTERPARTS* because some of the Nursing and Teacher Training certificates are diploma

Diploma: Technical or Professional Diploma' refers to a diploma received for the successful completion of the appropriate level of training, for example, a diploma in statistics, etc.

NOTE: The nursing and teachers training certificate from their *DIPLOMA COUNTERPARTS* because some of the Nursing and Teacher Training certificates are diploma

HND: This category of qualification is obtained from the completion of a three year course in the Polytechnic. Note that in Ghana, the award of HND is solely done by the Polytechnics.

Bachelor degree: This is awarded to individuals who successfully completed a three or four year University Education. In some cases, a person may use two years to be awarded the Bachelor Degree and this category of persons are either coming from the Polytechnic or completed some professional course. In this case, they are referred to as top-up degree and must be coded under Bachelor degree

Master degree: Are awarded to persons who have completed a one or two year course after the award of a Bachelor degree. Include also all postgraduate diploma holders as part of this category. In some cases, it extends beyond four years depending on the university.

PhD: This is awarded to all Master degree holders who have completed a formal training lasting not less than three years. In some cases, it extends beyond four years depending on the university.

Professional: Includes certificates such as ACCA, ICA, CIMA, IT, CIB, etc. These are awarded by professional bodies. Here, one may not have passed through the normal educational qualification.

Question 4: Did NAME attend school/college at any time during the past 12 months? This question seeks to find out from the respondent whether he/she attended school in the past 12 months. If the response is NO, skip to Part 2B.

Questions 5: Is NAME still in school?

This question refers to current school attendance for household members who are currently in school. Thus, all household members who are in school at the time of the interview.

Questions 6: Is the School NAME attending Public or Private?

Public schools are those schools that are wholly owned by government. Private religious schools are those that are owned by private religious bodies. Examples of private religious schools are Central University, Methodist University and so on.

Private non-religious schools are those that are owned by private bodies such as World Vision, individuals, cooperatives and so on. Examples of such schools are World Vision primary school, St. Martin De Pores, ADRA basic schools etc.

Question 7: What is the current grade?

For all levels of education, there are classes or forms or years that the respondent completed. Indicate the highest grade (Class/Form/Year) NAME's mother has completed at that level of schooling.

Question 8: How much time does NAME spend going to and from school daily?

This question solicits information about travel time to and from school. Let the respondent estimate the average time spent in reaching the school and returning. This includes time spent to walk to the road side if necessary, time spent in queues to board transport. If the respondent is in boarding school code 00 for hours and minutes. Record response in hours and minutes

Question 8a: By what means does NAME usually go to and from school?

Select from among the list the means by which NAME uses to and from school.

Question 9: How many hours of classes did NAME attend in the past week?

This is intended to capture the total time the respondent attended class in the week **excluding break periods**. Note that the week may vary depending on the type of school and course being pursued. The same also applies for the length of a class period. Some could be 40, 45, 50 or 55 minutes. Probe for confirmation if possible. If the period falls within vacation or holidays, code 99 for hours and minutes of class. If on vacation skip to Question 12

Question 10: How many hours of class did NAME miss in the past week?

This refers to the total time the respondent missed classes by virtue of sickness, lateness or punishment etc. in the past week. For instance if a student in SSS misses the first two lessons for two days in the week in question 10 to browse the internet, and assume each period is 45 minutes, then hours missed will be $45 \times 2 \times 2 = 180$ minutes = 3 hours. If NAME did not miss any class, skip to 11

Question 10a: Why did NAME miss class for the past? Indicate only the main reason.

This question finds out the main reason why NAME missed classes in the past week. If more than 1 reason, code THE MAIN

Question 11: How many hours and minutes of homework did NAME do in the past week?

This question captures the total time (Name) used in doing his/her homework/assignment given at school and was supervised (i.e. checked or marked) by parent or teacher. Note that this includes time spent at the library/internet cafe to do research in order to complete the homework. If the period falls on vacation with no homework, code 00

Questions 12–20: These sets of questions are intended to cover all the expenditures made by the household members attending/attended school during the past 12 months. These expenditures may include those for the current school year and also for the previous school year, provided they fall within the past 12 months.

Sometimes the respondents have difficulty in remembering expenditure made 12 months before. In that case, ask the respondent to give you approximate figures. For example, you can ask him whether the amount was between GH¢10.00 and GH¢20.00, or between GH¢5.00 and GH¢10.00, and so on. If nothing has been spent, write “0.” If the respondent only knows the total, enter it under the heading “CANNOT GIVE BREAKDOWN” on question 20. Put “0” under the headings where nothing has been spent and “DK” under the headings for which the respondent is unable to give an amount after probing. In situations where the respondent is not required to make an expenditure, write N/A i.e. **Not applicable**. For example, where a student does not spend anything on transportation because he/she stays within the school

For example, the household does not spend anything on PTA because the school does not have one but spends GH¢8.75 on transportation to school, and nothing for boarding or lodging. For the remainder (uniforms, books, school supplies and fees) the outlay was GH¢30.00 but the respondent does not know how to break down the amount among the various headings and gave

GH¢2.70 as an in kind expense to NAME's teachers and extra classes GH¢20.00. Here is what you should write:

Q12....Tuition and registration fees	DK
Q13.....PTA fee	NA
Q14.....Uniforms and sports clothes	DK
Q15.....Books and school supplies	DK
Q16.....Transportation	8.75
Q17.....Food, board and lodging	0
Q18.....Extra classes	20.00
Q19.....In kind expenses	2.70
Q20.....CANNOT BREAK DOWN	30.00

However, if the respondent can break down the amount spent among Q12 to Q19 then skip Q20.

Question 21: Who paid most of NAME's educational expenses?

This seeks to find out who pays for the bulk of the educational expenditure for (NAME). Record the one who paid most of the expenses

Questions 22: Did NAME have a scholarship/bursary during the past 12 months?

'Scholarship' is any kind of grant, bursary or sponsorship offered to (NAME). Ask for an official document (if any) and copy out the amount, otherwise, ask the respondent for the amount. If no scholarship, skip to question 24

Questions 23: What was the amount of NAME's scholarship/bursary received during the past 12 months? The value of the scholarship for the past 12 months may include one or two school years. If during the last academic year the student in question received a scholarship but is not receiving one for the current year, ask how much the termly scholarship payments were, and the number of months in the past 12 months that the scholarship was received, and then calculate the total. If during the past 12 months the person had two scholarships of different amounts the total amount for each must be calculated taking into account the number of months in each case.

For instance, you may be asking the question in March 2017 about a student enrolled in the first year of the university. You want to know the value of all scholarships received since April 2016. In this case, you need information regarding the scholarship he enjoyed in the first semester of the university and in the last term in the senior secondary school. **Record responses in Ghana Cedis and Ghana Pesewas**

FOR PUBLIC PRIMARY AND KINDERGARTEN SCHOOLS

School Feeding Programme: The Ghana School Feeding Programme (GSFP) is one of the most important social interventions by government to help boost enrolment in public basic schools. The Programme was initiated by government to boost the nutritional needs of basic school children. This policy was meant to provide one nutritious meal each school day for all infants and primary school children (3-12 years).

Questions 24-28

Ask all pupils three years and older in Public Primary and Kindergarten Schools who enjoys free food, free school uniform and free exercise books as part of government programme.

Question 24: Does NAME receive free food at school?

Find out from the respondent if NAME receives free food from any of these organizations. If **no** skip to question 26

Question 25: How many times I a week does NAME usually receive free food at school?

Indicate the number of times in a week that NAME usually receives free food from any of the options in question 24. Record the **NUMBER OF TIMES**

Question 26: Did NAME benefit from free uniforms in the past 12 months?

Indicate if NAME benefited from free school uniform in the past 12 months from any of the organizations listed. Note that the emphasis is on the **PAST 12 MONTHS** and not the *academic year*

Question 27: Did NAME benefit from free school exercise books in the past 12 months?

Indicate if NAME benefited from free exercise books in the past 12 months from any of the organizations listed. If the response is **NO**, skip to Section 2 Part B

Question 28: How often did NAME receive free exercise books?

Indicate the frequency for which NAME received the exercise books in the past 12 months.

PART B: EDUCATIONAL CAREER

This part solicits information from household members 12 years or older who have attended a technical, vocational, computer school or a tertiary educational institution in the PAST.

***Question 1:* Has NAME ever attended technical/vocational/computer school?**

This question finds out if NAME has ever attended a technical or vocational/computer school. Note the **skip to question 5** if never attended.

***Question 2:* How many years/months have/did NAME complete?**

In most technical and vocational schools, school years run on course basis and not classes or forms. You are therefore required to find out the number of years/months the respondent completed.

***Question 3:* What was the highest certificate NAME obtained?**

The City and Guilds, NACVET, National Vocational Training Institute (NVTI) are some of the certificates awarded to qualified candidates, although some may be graded e.g. grade I and II, the interest is only on the type of certificate.

***Question 4:* Was/is the technical/computer/vocational school NAME attended public or private?**

This question finds out if the technical, vocational or computer school NAME attended is private or public.

Quasi Government: A quasi government agency is an agency of the government but acts independently from the government. These agencies receive their monetary support from the government although they may also have their own means of collecting money. Example, mission schools, mission hospitals, etc.

Question 5: Has NAME ever attended a tertiary educational institution (e.g. university, polytechnic, etc)?

Here, tertiary institutions are the universities, polytechnics IPS, IMS etc. Remember there are non-tertiary courses offered in these institutions also. Probe to find out which ones the respondent attended. If the respondent has never attended any tertiary institution, skip to PART 2C.

Question 6: How many years did NAME attend/has been attending this institution?

The question elicits the number of years NAME attended the institution in the past. If NAME could not complete the programme, let him/her state the number of years spent at the tertiary institution.

Question 7: What was the last institution NAME attended/attending?

This refers to the last institution the respondent attended. It is possible the respondent might have entered the university to pursue a first degree, worked for some time before pursuing a Master's degree. In that case the last institution will still be university (code 3).

Question 8: What was/is the highest qualification NAME achieved?

For this question, ask the highest qualification the respondent has completed. If the respondent dropped out of school and could not achieve any qualification then record none.

Question 9: Was/is the tertiary institution Public or Private?

Public schools are those schools that are wholly owned by government. Private religious schools are those that are owned by private religious bodies. Examples of private religious schools are Central University, Methodist University and so on.

Private non-religious schools are those that are owned by private bodies such as World Vision, individuals, cooperatives and so on. Examples of such schools are World Vision primary school, St. Martin De Pores, ADRA basic schools etc.

Quasi Government: A quasi government agency is an agency of the government but acts independently from the government. These agencies receive their monetary support from the government although they may also have their own means of collecting money. Example, mission schools, mission hospitals, etc.

PART C: LITERACY AND APPRENTICESHIP

In this section, you will need to administer the flash cards provided for some of the questions. For Ghanaian languages, let the respondent choose the language he/she is most proficient in. The sentences must be read in full and the correct answer given before a **YES** is coded. Note that only persons **11 years or older** are required to answer these questions.

LITERACY – Research has shown that self-reported literacy is a poor measure. Therefore, for this study, we would test the NAME's ability to do simple arithmetic and read a simple sentence in English and / or a Local Language.

Question 1: Can NAME read a phrase/sentence in English or French?

For this question let the respondent read the FLASH CARD in English. He/she should be able to read the full sentence before a YES response is recorded, if not, code NO.

Questions 2: In what Ghanaian language can NAME read a phrase/sentence?

Ask which Ghanaian language the respondent is **MOST** proficient in, if more than one is mentioned. Administer the appropriate flash card.

Questions 3: Can NAME write a sentence in English/French?

Indicate if the respondent can write a sentence in English/French as responded to in question 1.

Questions 3: In what Ghanaian language can NAME write a sentence?

Indicate if the respondent can write a sentence in any Ghanaian language as responded to in question 1.

NOTE: For the answer to these questions (questions 3&4) you are to test the ability of the respondent to write the same sentences read in English and Ghanaian language earlier in questions 1 and 2

Question 5: Can NAME do written calculations?

Written calculation refers to simple arithmetic calculations like addition, and subtraction. You may have to explain this to the respondents in the Ghanaian language he/she is proficient in if he/she cannot read/write in English. The exact answer to the arithmetic should be given for a YES answer to this question.

Question 6: Has NAME ever attended a literacy course?

Literacy course refers to any course in English or a Ghanaian language (other than formal schooling course), which takes one through simple reading and writing. Such courses are normally organized for older persons and for children who do not have access to the formal school system.

Question 7: If not, why has NAME never attended a literacy course?

Only those who have not attended any literacy course answer this question. Note the compulsory skip to question 9.

Question 8: For how many months has NAME been attending/attended a literacy course?

Ask the number of months the respondent has attended this literacy course. Probe to find out only the months that the course took place as there may be times that lessons are rescheduled, for example during the cropping/raining seasons.

Question 9: Is NAME an apprentice or has NAME ever been an apprentice?

An apprentice is someone learning a trade or skill e.g. carpentry, hairdressing etc. This is different

from on-the-job training. If NAME is not an apprentice, thus, NO, skip to question 14

Question 10: How long was (is) the apprenticeship?

Enquire from the respondent how long the apprenticeship will take for him/her to detach from the master/madam. Answer should be given in years and months if applicable.

Question11: What is the main trade NAME is learning or learnt?

Ask the main trade learnt, write in the space provided and refer to the codebook for the appropriate code.

Question12: Did NAME pay a fee for this training?

Some apprentices may pay some cash for the training. Others may have to pay in-kind by staying with the master to do some chores as they learn or bring fowls, sheep, drinks etc. or a combination of these in order to start or end. **Probe for the appropriate response**

Question13: How much did NAME pay for the training?

For this question let the respondents quantify and give an estimate of both the in kind and/or cash payments to the master. This does not include tools and other equipment purchased to facilitate the skills training process.

Question 14: Has NAME ever attended other short training courses lasting not more than 6 months?

A ` Short training course ' refers to any course organized for respondents outside the normal routine of work. For instance, courses organized by management, employers etc. for their staff. It could be a course organized by the government, district assembly, churches, NGO, associations or school authorities.

Questions 15: What was the main subject of the most recent training?

Probe and record the appropriate subject of the most recent short training course reported in Question 14 and not for previous courses.

SECTION 3

HEALTH

Purpose

The purpose of this section is to gather information on health which will be used to measure the cost of medical care and the use made of the different kinds of health services and facilities. It is also aimed at discovering the use made of preventive services during the past 12 months. It will also be used to determine fertility and child mortality rates, HIV/AIDS awareness and participation in health insurance schemes.

The Health Section of the questionnaire is made up of 5 parts. The first part A is administered to all household members and asks questions on health status during the past 2 weeks and visits to medical facilities as well as expenses on medical services and medicines. The second part (part B) elicits information on NHIA of members of households. The third part (part C) is for all children in the household 5 years and younger and is used to collect information which focuses on preventive health, especially immunization. It also covers the use of post natal services, nutrition including weaning and the introduction of supplementary foods after breast milk and also participation in community feeding programmes. The fourth part is filled out for women aged between 15 and 49 years inclusive and covers history of fertility, birth history and use of pre-natal services. The fifth part (part E) focuses on contraceptive use and HIV/AIDS awareness for household members 12 years or older.

PART A: HEALTH CONDITIONS AND HEALTH EXPENDITURE IN THE PAST TWO WEEKS

Respondents

This part should be administered to each member of the household but parents or guardians can answer for young children.

Definitions

To '**consult**' a health practitioner means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional Healer or other health practitioners such as drug stores operators, drug peddlers or spiritualists to discover what illness the person is suffering from in order to prescribe treatment. **Consultation** is the visit made for the purpose of being examined by a health practitioner for treatment.

To be "**Admitted**" means to stay in a health facility or centre (hospital, clinic, dispensary, etc.) for at least a period of one night on the recommendation of a consulted health practitioner for treatment.

This does not include people staying in the hospital premises or healthy persons staying or sleeping at the hospital just to attend to sick relatives.

INSTRUCTIONS

Section 3A: This section refers to health status of all household members in the past two (2) weeks.

Question 1: During the past 2 weeks has NAME suffered from either an illness or injury?

This question is asked to find out if a household member was either sick or injured during the past two weeks. If the respondent reports more than one illness or injury or both ask for the most serious one.

Question 2: For how many days during the past 2 weeks has NAME suffered from this conditions?

The interviewer must record the period of days the respondent suffered the illness or injury. Note that the period involved here is 1-14 days including the day of the interview.

Question 3: During the past 2 weeks, did NAME have to stop the usual activities because of this condition?

"Usual activities" refers to the activities or activity (or work) that the respondent spends most of his or her time doing. Since the question is asked of every member of the household, probe to find out the usual activity of the respondent which he or she cannot do as a result of the sickness or injury (eg. going to work or children playing, etc.)

Question 4: For how many days?

The question asks of the number of days the respondent cannot do his/her usual activity as a result of the illness/injury. The reference period is 1-14 days including the day of the interview as in question 2.

Question 5: During the past 2 weeks has NAME consulted a health practitioner, visited a health facility or consulted a traditional healer?

The question seeks to find out whether the respondent made a visit to a health practitioner to be examined for treatment and focuses on the type of consultation, whether it was traditional or modern. The reference period here is 2 weeks.

Question 6: On the most recent visit who did NAME consult?

If the respondent reports more than one consultation, record the most recent one by indicating whom the respondent consulted. Note that a spiritualist is one who uses mainly prayers to cure the sick and traditional healer is one who uses only herbs (or concoction).

Question 7: What was the main reason for the most recent visit?

The reason for consulting the health practitioner is asked for in this question. If respondent made several visits during the two week period for consultation, record the most recent visit.

"Vaccination" here refers to injecting a healthy person with a vaccine in order to protect him/her from an illness or disease e.g. Yellow Fever. Vaccination is very different from injection given to a patient by a doctor or nurse to treat an illness.

"Pre-natal Care" (or antenatal) refers to a pregnant woman going for consultation on the conditions of the pregnancy before childbirth. Note that the woman need not be ill.

"Post-natal Care" refers to the mother and child (aged 5 years or less) going for consultations after delivery. They need not be ill.

"Check-up" refers to a visit made to a health institution for physical or laboratory checks to find out about possible ailments one might be suffering from. This is also referred to as medical examination.

"Follow-up" refers to a visit made to a health institution for a review of a previous treatment received.

Other means responses are not in the other categories

Question 8: Where did the consultation take place? The question seeks to find whether the person goes to hospital, clinic, etc.

"Public" Public health institutions are made up of health establishments that are largely regulated, owned or controlled by the central or local government.

"Private Religious" These are health establishments that are mainly owned and managed by private religious organisations. Examples include Holy Family Hospital at Nkawkaw, and Nalerigu Baptist Hospital.

"Private non-religious" These are health establishments that are owned and controlled by private persons, eg. Nyaho Clinic.

Question 9: How much did NAME pay for the registration/ card/folder at the health facility?

The amount in this question refers to the registration fee. Write the amount in local currency

Question 10: How much did NAME pay for consultation? The question focuses on the amount spent on consultation at the health facility.

Question 11: How much did NAME pay for diagnosis (x-ray, lab, etc.)? Indicate the amount spent by the respondent on x-ray, laboratory services and other diagnosis of similar nature.

Question 12: How much did NAME pay for drugs and treatment? Provide the amount spent by the respondent on drugs, treatment including injections and so on.

Question 13: How much did NAME pay for overall treatment or services received? Refers to amount spent on laboratory charges, X-ray charges, drugs and overall treatment or services received. However Q13 must be equal to the sum of Q9 to Q12 if cannot give breakdown.

Question 14: How much did NAME pay for any other services? This refers to all other payments not mentioned in Q9 to Q13

Question 15: How much did NAME pay to travel there and return? This refers to transport fare paid to and from the facility

Question 16: How much time did NAME take to travel to and from the facility?

'Time spent' has been divided into travel time and consultation time. For example Mr. Mensah had malaria and visited the hospital for treatment. His travel time included time spent to travel to the hospital and back and the time for consultation referred to the time Mr. Mensah spent at the hospital to get the treatment. Health facility is any place where people go for only consultations and treatment. It could be a clinic, maternity home or those set up by traditional or spiritual healers.

Question 16a: By what means does NAME usually go to and from the health facility? Indicate the usual means by which the respondent travels to and from the health facility.

Question 17: How much time did NAME spend at the health facility? (Excluding admission) Consultations refer to the time spent at the hospital to get the treatment. From question 16, help the respondent to estimate the time spent on consultation only.

Question 18: During the past 2 weeks was NAME admitted to a hospital or health facility for at least one night on account of the illness/injury? (See definition of "Admitted" above). Those admitted also refer to persons detained by traditional or spiritual healers as long as they had spent at least one night there.

Question 18: How many nights did NAME stay in hospital/health facility during the past 2 weeks? Record the number of nights (NAME) stayed at the hospital/health centre as a result of the admission. Note that the number of days must not exceed 14 days.

Question 20: How much did NAME or will NAME pay for staying in a hospital/health facility during the past 2 weeks? This is amount charge for admission only, and does not include consultation fees and cost of medicines bought

Question 21: During the past 2 weeks did NAME buy any medicine or medical supplies? "Medicine and medical supplies" include tablets, capsules, syrups, bandages, plaster, cotton wool and any item used for the purpose of treatment.

Question 22: How much did NAME pay altogether for these medicines and medical supplies?
The question asks of the cost incurred on medicine and medical suppliers only.

Question 23: Total medical expenses: Total medical expenses are the sum of Q9 to Q 15. Where respondent cannot indicate the exact amount spent on consultation, medicines and medical supplies separately, then record "0" in Q9 to Q15 and indicate the total expenditure in Q.23.

Question 24: During the past 12 months was NAME hospitalized for any illness or injury? The question seeks to find out whether (NAME) had been admitted during the past 12 months. However if Q.18 is "1" skip to Q 25.

Question 25: Who usually pays for the largest portions of NAME's health expenses incl. Consultations and hospital stays (if any)? Ask the respondent for the person who paid for the largest proportion of the expenses incurred from the consultations, treatment, admission, and for the purchases of medicine and medical supplies. If the person responsible is a member of the household enter his/her ID .Example if the respondent's employer paid the costs and is also the government, write code 82 for employer

DISABILITY

These questions are to be asked of **all** household members. They are also referring to **LIFE TIME** and not the **LAST TWO WEEKS**.

Disability means the consequences of an impairment that may be physical, cognitive, intellectual, mental, sensory, developmental, or some combination of these that results in restrictions on an individual's ability to participate in what is considered "normal" in their everyday society. Examples of disability are sight, hearing, speech, physical, intellectual, emotional, etc.

DISABILITY - THIS QUESTION IS TO BE ASKED OF ALL HOUSEHOLD MEMBERS.

Does (NAME) have any serious disability that limits his/her full participation in some life activities (such as mobility, work, social life, etc?) Persons with disabilities are defined as those who are unable to or are restricted in the performance of specific tasks/activities due to loss of function of any part of the body as a result of impairment or malformation. Examples are persons with visual/sight 74 impairment, hearing impairment, mental retardation, emotional or behavioral disorders and physically challenged persons. A disability could be partial or total, sensory or

physical and an individual may suffer from one or more disabilities. A person is considered disabled if despite the use of assistive device or supportive environment (such as eye glasses and hearing aids), the limitation/restriction cannot be improved.

Note that for each of the categories (i.e. a – g), there should be either a ‘Yes’ or ‘No’ response.

1. *Visual/Sight Impairment (Blind and partially sighted).*

The purpose of this item is to identify those who are restricted in the performance of a specific task or an activity for which sight is essential. Persons who are completely or partially blind and those who have difficulty in seeing or reading all fall into this category. If a person is wearing glasses, make sure they understand that the question refers to difficulties they may have seeing while wearing their glasses. For such persons, shade the circle below the “YES” column.

2. *Hearing Impairment (deaf, hard at hearing)*

You should classify, under this category, persons who have serious hearing limitation or problems of any kind with their hearing that contribute to difficulty in doing any aspect of their daily activities. It can be that they cannot hear when someone talks to them directly in a quiet space. They may not be able to hear in one ear or both. Any problem with hearing that they consider serious or important should be captured. If the person is wearing hearing aids, make sure that they understand that the question refers to difficulties they may have in hearing when they are wearing their hearing aids. For such persons, shade the circle for “Yes”.

3. *Speech Impairment*

Speech is said to be impaired when it deviates so much that it interferes with communication (that is, the speaker cannot be understood) or when the speech causes the speaker or listener to be distressed (e.g. stammering, stuttering, cluttering, and misarticulating).

4. *Physical (e.g. needs wheel chair, clutches or prosthesis, leg, hand usage limitations)*

Persons in the household with difficulties in moving parts of their bodies such as arms, legs or neck should be classified in this category. They may have problems walking more than a block or some short distance, or the problem can be that they cannot walk up or down steps without difficulty. In other cases, they may not be able to walk a short distance without stopping to rest or they may not be able to walk without using some type of assistive device such as a cane, a walker, wheelchair or crutches.

The capacity to walk should be without assistance of any device or human support. If such assistance is needed, the person has difficulty in walking. Note: If the person is using an assistive device such as a wheelchair or has a person to help him or her in walking, it is highly likely that they have difficulty in walking. For such persons, shade the circle below the “YES” column.

5. *Intellectual (serious difficulty in learning)*

Intellectually challenged (or mentally retarded) persons are those who have substantial limitation in their mental functions. Such persons are characterized by sub-average intellectual functioning and this exists concurrently with one or more 75 deficiencies in adaptive skills during the developmental period (0-18 years). Adaptive skills include communication skills, self-care, home living, social skills, etc. These persons usually have difficulty doing things their peers can

do, for example, a ten-year old may have difficulty in doing things such as wearing a dress, using a spoon, playing with friends, etc. For such persons, shade the circle corresponding to “YES” under this heading.

6. Emotional/Behavioural Disorders

This refers to a disability that is characterized by behavioural and emotional responses which sometimes affect other people and impose undue stress on them. Emotional disorders are usually inward feelings that may lead to isolation, withdrawal, moodiness, weeping, etc., while behavior disorder is an outward expression characterized by hitting, shouting and distraction that are generally aggressive and violent. People who tend to hear voices or see things that others do not see or hear should be classified under this category. Also included in this category are persons who have changed so much that they have stopped cleaning themselves, dressing properly or tend to speak or move in a strange way. For such persons, shade the circle under the “YES” column in P18f.

7. Other (specify)

This category includes those considered by the household as having difficulty in carrying out normal activities but cannot be classified under any of the abovementioned categories. This category also includes dwarfism, hunchback, albinism, etc. For such persons, shade the circle under the “YES” column and specify the type of disability in the space provided.

Question 26: Does (NAME) have any disability? This question seeks to find out if (NAME) has any form of disability. Code “1” if (NAME) has any disability, otherwise code “2” if (NAME) has no disability

Question 27: What type of disability does (NAME) have? This question seeks to find out the type(s) of disability that (NAME) has. Note that more than one form of disability may be selected.

Question 27i: Which of these disabilities limit (NAME) full participation in life activity such as mobility, work, social life, etc?

This question seeks to find out (among the disability types) the one that limits (NAME’S) full participation in life activity. Note that more than one form of disability may be selected.

PART B: PARTICIPATION IN HEALTH INSURANCE SCHEMES

The purpose of this part is to collect information on household members’ registration and whether they are covered by a health insurance scheme.

Questions 1: Has NAME ever been registered with a health insurance scheme?

Ask the respondent if they have ever been registered with a health insurance scheme. Note that this could either be private health insurance scheme or National Health Insurance Scheme (NHIS) or both.

Questions 2: If NAME has never been registered with NHIS, why?

For respondents who said they have never been registered with the NHIS, find out the reason

why.

Questions 3: Is NAME currently covered?

To be covered by a health insurance scheme means you are registered and can access the services any time you wish.

Questions 4: If NAME is no longer covered, why?

This question finds out why household member(s) is no longer covered by a scheme.

Questions 5: How was NAME's membership of the health insurance acquired?

How did household member(s) acquire their membership of health insurance? Membership could be acquired through the payment of premium by oneself, employer, relative and so on.

Questions 6: Does NAME hold a valid National Health Insurance Scheme (NHIS) card?

Check to see whether a household member(s) hold a valid health insurance scheme card.

Questions 7: What are the expected services from the insurance scheme?

Ask the respondent the expected services from the insurance scheme. Is it only OPD services, In-patient services, medication, diagnostic, all of the above, major surgery and minor surgery or others specify.

Questions 8: Does NAME pay premium and/or processing fee to become a member?

This question finds out whether household member(s) pay registration and processing fees to become members or is exempted.

Questions 9: How much has NAME paid as premium/processing fee or expected to pay for the current insurance year? Indicate the registration and processing fees in Ghana Cedis.

Questions 10: Has NAME benefitted from the scheme in past 12 months?

To benefit from the scheme means to access the services. Indicate whether the respondent has benefitted from the scheme in the past 12 months.

PART C: PREVENTIVE HEALTH AND IMMUNIZATION IN THE PAST 12 MONTHS

Purpose

The purpose of this part is to collect information on vaccinations, the effects of vaccination programmes, and immunization services offered through health centres, clinics and hospitals.

Respondents

This part covers all children who are under 5 years (0–59 months). The information may be provided by the child's mother or another responsible person, father or parent but not a house help.

INSTRUCTIONS

Question 1: Has NAME ever been immunized?

Immunization is the administration of some drugs to children below 5 years to prevent the attack of some infant related diseases. Examples are polio, measles, diphtheria and so.

Question 2: Were any of these immunizations given to NAME during the past 12 months?

"Child health record book" (weigh-in card) refers to any official document (usually a small booklet or folded card) which indicates among other things the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card, you will see the number of times the child has been immunized against the illness or disease listed with the dates he/she received the immunization. Sometimes a child needs more than one immunization to acquire full immunity. For every immunization indicate with one of the codes: all columns must be filled for each immunization.

Note that some immunizations are given under special programmes such as National Immunization Days (NID). These are organised by the Ghana Health Service with support from such organisations as Rotary International, Lions and Lionesses Clubs, etc. These involve health personnel visiting homes, schools, etc. to give immunisations. When these immunizations are given just before the next scheduled immunisation they are recorded in the weigh-in-book under the scheduled immunization at the next 'weigh-in' (post natal) visit. If a child has completed taking the polio vaccine and is given another vaccine during an NID programme, record this under booster. Read the explanation below and code accordingly.

DPT/Polio

The first dose of DPT and POLIO vaccination are given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete a set. (Note that in some cases the first dose of this vaccination is given at birth).

If a child is 12 weeks old and has received only one dose of DPT/Polio, code 2 will be entered for him in the appropriate columns. On the other hand, N/A will be recorded for a 4 week old child who has no vaccination card and whose mother answered NO to the DPT/Polio vaccination.

Measles

The vaccination against measles is given only once at the age of 9 months although some children receive it at the age of 7 months. Code 2 should therefore be entered for any child older than 9 months and has not received this vaccine while 4 should be recorded for those aged less than 9 months and who do not possess any immunisation card. If respondent do not know code 3 (DK).

BCG

BCG vaccine is also given to the child only once in the first week after birth. Therefore code 2 should be recorded for all children who have not yet received this vaccination. Interviewers must keep in mind the age of the child and probe or check on the child's shoulder for the scar.

If the person interviewed does not know whether the child has been vaccinated or not against a particular disease, record the code for "DO NOT KNOW".

Vitamin A

Vitamin A vaccine is also given to the child six months after birth. Ask the respondent whether the child has received vitamin A in the past six months and record the appropriate response.

Yellow Fever

The vaccine against yellow fever is also given to the child at the age of nine months after birth

Five- In- One

It is a combination of vaccination for Difteria, Pertussis (whooping cough) and Tetanus (DPT) Hepatitis B and Haemophilic Influenza B. The first dose of 5-in-1 vaccination is given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks and follows the patterns of the DPT/Polio.

Questions 3: **Did you have to pay any fee for these immunizations?** Immunization for infants are normally free but if the respondent paid any fee for it, indicate it otherwise, skip to question 6.

Questions 4: **How much was paid? For all those who paid for immunizations, indicate the amount of money paid.**

Question 5: **Why was NAME not immunized?**

Ask the respondent why the child was not immunized

PART C: POST-NATAL CARE

Purpose

This section is designed to gather information on the health care of the child after delivery.

Respondents

The respondents are all the children in the household who are under 5 years (0-59 months). Again the respondent should be the child's mother or any appropriate adult member of the household.

INSTRUCTIONS

Question 6: Did you or someone else take NAME to a health facility/health professional for postnatal care/consultation in the past 12 months?

Refer to definition of "Post-natal Care" under Part A and indicate whether the respondent took the child to a health centre for post natal care or not in the past 12 months.

Questions 7: **How many times did NAME visit the health facility for the past 12 months?**
Record the number of times the child was taken to the health centre for consultation.

Questions 8: **Did you have to pay for consultation?**

Indicate whether some amount of money was paid for these consultations in question.

Question 9: How much did NAME usually pay for one consultation?

Ask for only the consultation fee. This does not include the cost of medicines and medical supplies.

Question 10: **Was NAME ever breastfed?** Indicate whether the mother breastfed the child or not.

Question 11: At what age did NAME receive any liquid (except water) other than breast-milk, for the first time? This refers to the age at which the child was first given any form of liquid except water. Such liquids could be “baby milk” “light koko”, "Cerelac”, “cocoa beverage” or fruit drink. Note that water with sugar is Liquid. Record the response to the nearest month. If the child is not yet fed on any of them, record code **87**.

Questions 12: At what age was NAME first given water?

This refers to the age at which the child was first given water to drink. Record code 87 if not yet given.

Questions 13: At what age did NAME receive any food other than breast-milk, for the first time?

This refers to the age at which the child was first given solid food such as rice, banku fufu etc. Record code **87 if not yet given**.

Question 14: Does (NAME) participate in a community feeding program?

"Community Feeding Programme" refers to programmes initiated by some communities or group of individuals in the community whereby they secure foodstuff, process it and give to participating mothers for a token fee.

Question 15: Who usually looks after NAME during daytime? Record any person or a beginner’s school such as crèche that looks after NAME during daytime.

PART D: FERTILITY AND PRE-NATAL CARE

Purpose

The purpose of this sub-section is to ascertain the number of pregnancies and children the respondent has had during her lifetime, and to determine the mortality rates. It also asks whether the respondent uses maternity services for her childbirth. Information on the use of birth control methods is also collected.

Respondents

The respondents are all female household members who are aged between 12 and 49 years. Each member should answer for herself.

Definitions

Live Birth: It is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

Still Birth: It is an infant which showed no sign of life at birth.

Miscarriage: It is a spontaneous involuntary abortion during the first six months of pregnancy.

INSTRUCTIONS

For most of the questions in this part the interviewer must refer to the definitions above for clarity. For example question one asked whether the respondent has ever been pregnant or not.

Question 1: Have you ever been pregnant?

This question wants to know if the respondent has ever been pregnant, even if the pregnancy lasted for a few days or weeks.

Question 2: Have you ever given birth?

This question refers to live births. If respondent answers "NO", probe for further clarification since some children might have lived for some few hours after birth.

Question 3: How many girls have you given birth to?

Write the number of girls respondent has given birth to.

Question 4: How many boys have you given birth to?

Write the number of boys respondent has given birth to.

Question 5: I would like to make sure you have given birth to.....

"Total number" of children refers to those who are still alive plus those dead. This does not include adopted children.

Question 6: How many girls are still alive?

Write the number of girls who are still alive.

Question 7: How many boys are still alive?

Write the number of boys who are still alive.

Question 8: I would like to make sure you have (total number) children alive? Indicate the total number of children who are alive. Add Questions 6 and 7

Question 9: Did you have any pregnancy which did not end in a live birth?

These pregnancies refer to those which ended in a miscarriage or still-birth.

Question 10: How many of those pregnancies did not end in a live birth?

This asks for the total number of miscarriages and still-births.

Question 11: Are you pregnant now?

Ask the respondent whether he is currently pregnant. This means the respondent is carrying pregnancy at the time of the interview.

Question 12: During the past 12 months have you been pregnant?

Any pregnancy within the past 12 months whether it ended in miscarriage, stillbirth or it was terminated (aborted).

Question 13: How did this pregnancy end?

Ask how the pregnancy ended. Did it end in live birth, still birth or miscarriage? Note that pregnancies could also end in abortion.

Question 14: Is that child still alive?

From question 13, if the pregnancy ended in a live birth, state whether the child is still alive or not.

Question 15: Are you breast-feeding this child?

Breastfeeding is important for fertility and child health and the interviewer must remember to record whether the mother is still breastfeeding the child or not.

Question 16: During this pregnancy did you receive any antenatal care?

This question refers to any antenatal care given by a health care provider during the pregnancy. The care should have been specifically to check her pregnancy and not for other reasons. If the respondent did not receive antenatal care, skip to Q. 22.

If the respondent answers ‘YES’, then ask her whom she saw (Q. 409). Since we are interested in all the persons the woman saw. You must use the prompt (e.g., “Anyone else?”) to make sure the woman informs you about all the persons from whom she received care for the pregnancy.

Question 17: How old was your pregnancy when you first received antenatal care?

Ask the respondent how many weeks into her pregnancy she was when she received her first antenatal care. If she does not remember, ask her how many periods she had missed at the time. Assume each missed period corresponds to a month and convert this to weeks in the space provided. For example, if the respondent doesn’t recall how many weeks pregnant she was when she first received antenatal care, but knows that she had missed two periods, 8 weeks.

Questions 18: From where did you receive that care?

This question seeks information on where the woman received care for her pregnancy. Antenatal care is usually given at a health care facility but is sometimes provided in the pregnant woman’s home. This question is interested in the place where the woman received antenatal care. Where she

received antenatal care from more than one place, record the one where she received the most care.

Questions 19: From whom did you receive that care?

Indicate the person who attended to the woman when she was pregnant; Doctor, Nurse, Pharmacist, Medical Assistant, Trained or Untrained TBA and so on.

NOTE: Questions 18 and 19 ask for the place visited and the health practitioner consulted. A "traditional birth attendant" is someone who has never had any formal training in childbirth but who has enough practical experience in the act of assisting childbirth. Note that the traditional birth attendants being trained in the country recently come under the non-formal education programme. Indicate whether TBA is trained or untrained.

Question 20: How many times within the pregnancy did you go there?

The question seeks to find out the number of times the woman visited the health practitioner.

Question 21: How much did you pay for the first antenatal consultation?

In this question the interviewer must record the amount paid for the first antenatal consultation.

Question 22: Why didn't you go for antenatal care?

In this question, indicate the reasons for not attending antenatal care. "Not necessary" means that the woman does not see any reason(s) why she should go for antenatal care.

PART E: CONTRACEPTIVE USE AND HIV and AIDS AWARENESS

This Section refers to contraceptive use and HIV and AIDS awareness and administered to all household members aged 12 years or older

The interviewer must be very tactful in dealing with respondents on this Part, especially on the most sensitive areas like birth control, in order to gain full confidence and co-operation of the respondents. Assure the respondent that his/her answers are confidential and let he/she suggest a convenient place where he/she will want to answer questions "freely".

Definitions

Abstinence: It is a non-scientific method of birth control which involves staying away from sexual intercourse either permanently or for a period of time.

Rhythm: It is a non-scientific method of birth control which involves deliberate avoidance of sexual intercourse during the "unsafe period" of a woman's menstrual cycle but indulging in the sex

act during her "safe period". Safe period is that period outside the woman's ovulation period, i.e. when she is less likely to get pregnant.

Withdrawal: It involves the man withdrawing before ejaculation during sexual intercourse.

I.U.C.D.: It is the abbreviated version of Intra Uterine Contraceptive Device. It is a special loop or coil which is inserted into the womb to prevent sperm from fertilizing the female egg after sexual intercourse.

Male Sterilization: It is also known as Vasectomy. It involves a surgical operation to cut, and tie separately the vas deferens (i.e. the male ducts which conduct sperms) with the aim of preventing the sperms from entering the womb during sexual intercourse.

Female Sterilization: Also called tubal ligation; it involves a surgical operation that cuts and ties separately the fallopian tubes (i.e. the female ducts through which the female egg passes into the womb after being released from the ovaries) with the aim of preventing fertilization by the sperms.

Note that the **vasectomy and the tubectomy** are different from other surgical operations on the male or female organ for other purposes.

Diaphragm: The method is used in the vagina. Diaphragm and cervical caps are soft rubber cups that can be placed in the vagina to cover the cervix to block sperm from entering the uterus and tubes where sperm could meet an egg. Diaphragms and cervical caps should be used with spermicidal jelly or cream.

Injectable: An injection of hormone that is released slowly into the bloodstream can be given regularly to women to prevent pregnancy. The most common type of injectable contraceptive is given every three months. This is known as Depo-Provera, Depo, or Megestron. Another injectable contraceptive Noristerat (also called NETEN), is given every two months.

Implants: Norplant, Jadelle, Implanon, and Zarinare examples of Implants commonly used in Ghana. These are small rods surgically implanted in a woman's upper arm. They usually protect a woman against pregnancy for five or more years.

Foam or Jelly: Spermicides including foam, cream, jelly, foaming tablets, or suppositories are used to kill sperm or make sperm unable to move toward the egg.

Lactational Amenorrhea Method (LAM): Women can postpone the return of menstruation after a birth (and therefore remain unlikely to become pregnant) by breastfeeding frequently. A specially taught method that makes use of this principle is the Lactational amenorrhea method (known as LAM).

PILL: It is also called birth control pills or Oral contraceptive pills. They are type of female hormonal birth control methods; usually small tabs swallowed each day to prevent pregnancy.

Other Methods: Women may mention traditional methods such as certain herbs or medicines. If so

write the name of the method or methods.

Question 1: Is NAME or NAME's partner using any method to prevent or delay pregnancy?

Ask if (NAME) or partner is using any method of birth control.

Question 2: What main method is NAME or your partner using?

Probe to find out the main method of birth control (NAME) is using.

Question 3: Did NAME use the method in the past 12 months?

Ask if NAME used the method mentioned in question 2 in the past twelve months.

Question 4: How much did NAME pay for the service the last time?

The question is asked to find out the amount of money (NAME) spent on the main contraceptive method.

Question 5: Where did (NAME) get the method?

Elicit the source of the main contraceptive method that NAME used the last time.

Question 6: Why are you not using any contraceptive method?

The question seeks to find the reason why (NAME) is not using any contraceptive

Question 7: Do you think you will use a contraceptive method to delay or avoid pregnancy or for any other reason at any time in the future? For those who are not currently using any form of contraceptive, find out if they will use any contraception method in the future.

Question 8: Which main contraceptive method would NAME prefer to use?

The respondent should specify the main contraceptive method he/she would prefer to use in the future.

Question 9: Now I would like to talk about something else. Have you ever heard of an illness called HIV or AIDS? The awareness of the household members of the HIV/AIDS is very important. The question seeks to capture the household member's awareness of the illness called HIV/AIDS.

Question 10: What can people do to prevent the transmission of HIV and AIDS?

In this question household member's knowledge of the prevention of HIV/AIDS is asked for and the respondent should mention up to 3 main ways of prevention.

Question 11: Is it possible for a healthy looking person to have HIV and AIDS?

The question is asked to find out the respondent's knowledge of the HIV/AIDS virus and whether a healthy-looking person can have the AIDS virus?

KNOWLEDGE ON THE MEANS OF TRANSMISSION OF THE HIV AND AIDS VIRUS AND PREVENTION

Question 12: Can the virus that causes HIV and AIDS be transmitted from mother to child?

Indicate from the respondent's point of view if HIV and AIDS can be transmitted from mother to

child.

Question 13: If yes, by what means?

Enter the response(s) given by the respondent.

Question 14: What would you do to prevent yourself from being infected with the virus that causes HIV and AIDS?

There are several ways of preventing the spread of HIV and AIDS and from the responses, indicate the appropriate response from the respondent's perspective.

SECTION 3 PART F: BEHAVIUIOR

PURPOSE

The purpose of this part is to collect information on household members' behaviour and attitude. The respondents are all household members 12 years and older.

Question 1-3: Seeks to know the choices each respondent will make when given some options with different rewards and consequences.

Question 4-5: Seeks to know whether respondent will be content with immediate assurance given or will take a risk of opting for adoption with a higher reward.

Question 6: Seeks to know whether respondent fear taking risk of losing capital and will therefore invest in a business with some level of security instead of investing in a business with a higher returns but which comes with some level of insecurity.

SECTION 4

ECONOMIC ACTIVITY

Purpose

The purpose of Section 4 is to divide the working-age population into four different

classifications – those who worked, those employed, those unemployed and those not in the labour force so as to provide descriptive and explanatory data on each of these categories.

This section is designed to mainly gather information on the economic activities of household members aged 5 years and older. Information on earnings and characteristics of the employed persons would also be gathered in this section.

Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her earnings in the presence of other household members, the interviewer should ask other members of the household to excuse them.

Respondent

This section concerns all household members aged 5 years and older. You should endeavour to find each household member to respond to the questions personally. However, in cases where the children are not present, someone else (e.g. parents) could answer on their behalf.

Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after ascertaining the appropriate time that they could be found at home.

Definitions

Work: Work refers to any activity performed by the respondent that contributes to economic production. Examples are working in an enterprise/business or for government, working in one's own farm or enterprise, working in a household member's farm, to sell in a market, etc. It is important to probe women and children for their activities in the farm or in a household member's enterprise.

Occupation: This is a description of the work done by the respondent. Describe in as much details as you can the tasks and duties actually performed. Do not just write down a title and avoid vague descriptions of the occupations

Main Occupation and Secondary Occupation: The main occupation is that on which most time was spent when the respondent has many jobs. The secondary occupation is that on which the person spent most time apart from the main. For example, the current main occupation of a respondent who carries out the duties of a secretary to the Director of the National Accounts Section of Ghana Statistical Service while also carrying out the duties of a manager of a taxi business is 'Secretary'. The person's secondary occupation is 'Manager of a taxi business'. The main occupation for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming.

Industry: This is a description of the goods and services that are produced in the place where the respondent works. This is different from the work that the respondent does. For example, a secretary in a firm that constructs buildings would say his occupation is "secretary" but the industry is "construction of buildings".

Self-employed: A person who directly makes or delegates authority to others to make operational decisions about a business such as paying all expenses, controlling income from the business and hiring staff, where applicable. The person's remuneration from the job is wholly dependent on the profits of the business. The person's business can have employees or that person can be working on his own without employees. Examples are traders, carpenters, lawyers, doctors and brewer who owns her own business.

Contributing family worker: This person helps out in an enterprise (farm or non-farm) owned by a family member. The person is not a partner in the business. You need to probe well in order to establish who a contributing family worker is in the business or enterprise. Conceptually, these are household members of any of the owners who work in the establishment without regular pay for at least one-third of the normal working period.

Apprentice: This is a person who is learning a trade or skill. Note that there are different forms of apprentice work. There are those who pay their masters to receive the training. There are those who even thought are learning, but receive some form of payment. There are also those who receive the training for free.

The past 7 days: Refers to the seven consecutive days including the day of interview. For example, if the interview takes place on October 10, the interviewer should specify that it is the period between October 4 and October 10 inclusive that is being referred to.

The past 12 months: This refers to the period of 12 consecutive months just before and including the interview day. During the interview you should be specific. For example, if the interview takes place on October 10, 2016, then we are referring to all preceding months from October 11, 2015 to October 10, 2016 (it is like the computation of completed years).

Persons engaged: This is made up of paid employees, casual workers as well as unpaid workers (including working proprietors, learners and contributing family workers).

PART A: CURRENT ACTIVITY STATUS AND CHARACTERISTICS OF MAIN JOB

This part seeks information on current activities of all household members 5 years and older. ID OF PERSON INTERVIEWED: Write down the ID of the person interviewed in the cell. Oftentimes, not all members eligible in the household to be interviewed are around during the time of visit. In instances of this nature, make reference to the household roster and write the ID of the person providing responses to the questions (respondent) and not the ID of the absentee household member supposed to be interviewed.

Question 1: This question should be asked all persons in the household. Two options 'Yes' and 'No' have been provided. Write 1 in the cell for all those who are 5 years and older and proceed with the subsequent questions. For respondents who are less than 5 years, write 2 in the cell and skip to the next person. If there are no other members, skip to the next section.

Question 2: This question elicits information on persons who worked to receive either salary or wage. Two options 'Yes' and 'No' have been provided. Write 1 in the cell for all who said 'Yes'

for those persons who worked even for one hour during the past seven days in a work for which salary/wage was paid to him/her. For those who did not work, write 2 for 'No' in the cell and skip to Q4.

Question 3: The focus of this question is to find out how many hours the respondent in total spent on the work for which salary/wage was paid in the last 7 days. Record the number of hours worked on the activity. For each day of the week from Sunday to Saturday, calculate the total hours worked on this activity. It is important to mention that the interest is to record the hours of effective work and not the number of hours the respondent spends at the workplace. Therefore, exclude hours paid for but the respondent did not work such as meal breaks and commuting time.

You should note that there are 24 hours within a day and care should be taken such that the respondent do not seem to spend all his/her time on engagement of economic activities or possibly spending more than 24 hours on work within a day. For example if on a particular day, the respondent was at the workplace at 8 a.m. in the morning and left at 5 p.m. in the evening, do not necessarily record 9 hours of work for that day. Probe to find out how many hours he/she actually worked on that day. It is possible to find that the respondent stayed out of work for 1 hour and 30 minutes and therefore hours of work for that day should be $7\frac{1}{2}$ hours. Similarly, if a cashier sets off at 5 a.m. to her workplace and it takes 2 hours to walk before work actually starts, then the 2 hours will be discounted as hours of work.

Question 4: This question asks about those who were engaged in domestic work. The emphasis here is on domestic work done by any member of the household for someone in the household. Two options 'Yes' and 'No' have been provided. Write 1 in the cell for all who said 'Yes' for those persons who worked even for one hour during the past seven days. For those who did not work, write 2 for 'No' in the cell.

Question 5: Indicate the number of hours worked in the domestic work by household members who worked for someone in the household in the past 7 days. Again, the emphasis is on domestic work.

Question 6: For household members who worked in a farm enterprise in the past 7 days, answer "Yes" and "No" for any member who did not work in a farm either owned or rented for any form of agricultural activity.

Question 7: Record the number of hours worked on own farm or any other agricultural work for the household in the past 7 days.

Question 8: The purpose is to identify those who are into own-use production work and employment work. Record only one option for what the products obtained from this agricultural activity is intended for.

Question 9: Non-farm enterprises are all the economic activities household members engage in which are not related to farming. Examples include trading, shop-keeping, barbering, dressmaking, carpentry and taxi driving. For household members who worked in a non-farm enterprise in the past 7 days, answer "Yes" and "No" for any member who did not work on a

non-farm enterprise.

Question 10: Record the number of hours worked on the non-farm enterprise by household members in the past 7 days.

Question 11: The purpose is to identify those who are into own-use production work and employment work. Record only one option for what the products obtained from this non-farm activity is intended for.

Question 12: This question elicits information on members of household who worked to help family members in non-farm enterprises. Answer “Yes” or “No” for all household members who worked in a non-farm enterprise of any size owned by someone in the household, for at least one hour in the past 7 days.

Question 13: Record altogether the number of hours any member of the household helped or worked in the non-farm enterprise in the past 7 days.

Question 14: The purpose is to identify those who are into own-use production work and employment work. Record only one option for what the products obtained from this activity from the non-farm enterprise is intended for. Note that barter is the exchange of goods or services directly for other goods or services without using money.

Question 15: For household members who engaged in non-production agricultural activities, record only one option if any member of the household caught fish, prawns, wild animals or collect any other food in the past 7 days. This should be based on the intended purpose of the product collected.

Question 16: Record all together the number of hours any member of the household spent on this activity in question 16 in the past 7 days.

Question 17: This refers to all those who by virtue of their training or learning a trade were involved in the production of goods and services. For instance one could be involved in the baking of bread as part of learning how to bake bread. Also common are *trotro* mates or driver mates who are involved in providing transport services as part of their training of learning how to drive a commercial vehicle. Note that this should include apprenticeship work for pay (either in cash or in kind) or without any payment or those who receive the training free of charge. The emphasis is on apprentice work for at least one hour in the past 7 days.

Question 18: State altogether the number of hours any household member spent or worked as an apprentice.

Question 19: Voluntary work is the work done or undertaken of one’s own free will WITHOUT any remuneration. Note that if an activity is undertaken for remuneration at one’s will, this will not be recorded as voluntary work. Record the appropriate response in the cell if any member of the household did any voluntary work for someone who is not a member of the household, for at least one hour in the past 7 days.

Question 20: Record altogether the number of hours any member of the household did any

voluntary work for someone who is not a member of the household in the past 7 days.

QUESTION 21: CHECK FOR INTERVIEWERS. This question is not to be asked but supposed to check for those who either worked or did not work in the past 7 days. For household members who worked in the past 7 days, skip to question 31 and ask about the occupation and subsequent questions. On the other hand, those who did not work in the past 7 days should be asked questions 22 to 28.

Question 22-28: These questions are for household members who did not do any economic activities in the past seven days. The questions seek to find out persons who during the reference period did not do any economic activity although they had jobs to which they could return. Thus, temporal absence questions should be asked of household members who did not undertake any form of economic activity in the past 7 days but had work to go back to.

Note that for agricultural activities, the off season in agriculture is not a temporary absence. It is possible to find people who even though are gainfully engaged in some economic activity but for some reasons, they were unable to work during the 7 days preceding the interview.

These questions should be asked in the same way as you asked questions 2 to 20. However, it is important to probe well in order to avoid double counting and be able to elicit good quality data.

QUESTION 29: For persons who did not work in the past 7 days but job to go back to, this question seeks to estimate the total number of hours that the respondent engages in the work that he/she will return to. The number of hours should relate to what he/she does in a typical week.

QUESTION 30: This question finds out from respondent whether or not he/she performs work for a non-household member involuntarily. Provide a “Yes” or “No” response to this question.

QUESTION 31: CHECK FOR INTERVIEWERS. This question is not to be asked but supposed to check for those who may not have worked in the past 7 days but had job to go back to. For household members who, even though did not work in the past 7 days had job to go back to, continue to ask question 30 about the main reason for absence and the subsequent questions. On the other hand, those who did not work in the past 7 days and also did not have job to go back to (i.e. “No” responses) should skip to PART D.

Question 32: This question elicits the main reasons why respondents who indicated in Question 30 that they did not do any work during the past 7 days but had job to go back to. Probe to find out the specific reason which prevented the respondent from working in the past 7 days. Some of the reasons could be the following:

- i. **Health reasons:** means temporally ill but would return to a fixed job after recovery, e.g. workers on sick leave or on admission at hospitals.
- ii. **On study/training leave:** means the person has definite instructions to return to work after a certain period. **Note** that persons e.g. teachers, public servants and others who are

on study leave and receiving full-time education in educational institutions, with or without pay must be classified as working.

- iii. **Seasonal work/off-season:** e.g. farmers or fishermen who did not do any work because it was their off-season. Note that in certain parts of the country, particularly in the Northern, Upper East and Upper West Regions, work on the farms takes place during certain months of the year while in other months the farmers remain virtually idle. The same applies to fishermen in other parts of the country.
- iv. **Strike/stay away/lock-out:** Labour disputes such as strikes and lockouts but would return to a fixed job after the strike or lockout.
- v. **Temporary lay-off:** Workers have definite instructions to return to work at a specific date. Such workers include permanent farm labourers, or workers in various enterprises and establishments whose work has been interrupted temporarily for lack of raw materials and / or other reasons.
- vi. **Bad weather:** i.e. persons not working because of bad weather thus making their workplace inaccessible. For example, farmers who could not go to their farms because the paths leading to their farms were flooded; fishermen who could not go to sea because of stormy weather, masons who did not work because of bad weather, etc.
- vii. **Labour unrest:** i.e. persons not working because of confusion, demonstration or some other kind of unrest either at the workplace or near the workplace and therefore interrupted work temporarily.

Question 33: For those who worked in the past 7 days, (a) you should record the work they did. For those who did not work but had job to go back to, (b) you should indicate the job they will go back to after the period of absence. Write down the work the respondent actually did during the past 7 days or the work the respondent will do when he/she goes back to his job. For example, if the respondent has been trained as a lorry driver but actually worked as a construction labourer during the 7 days, you must write down “CONSTRUCTION LABOURER”.

In recording the occupation of the respondent, **record detailed and exact description** of the work the respondent actually did. The term LABOURER, for example is too vague. You should be more specific by indicating whether the person was an **OFFICE CLEANER**, a **CONSTRUCTION LABOURER**, a **GARDENER**, a **FARM LABOURER**, etc.

In the same way designations like **BUSINESSMAN**, **OPERATOR**, **CIVIL SERVANT**, **TEACHER**, are too vague. They cover several groups of persons occupying different grades and doing different kinds of work. For example ‘a businessman’ may be a retail trader in spare parts or textiles or office machines. An ‘operator’ may be **forklift operator**, **crane operator**, or **drilling machine operator**. In the same way a civil servant may be **Chief Director or an Executive Officer**. A teacher may be a primary school teacher, a JHS teacher or an SHS teacher.

For those who sell items they themselves prepare e.g. kenkey, abollo, fried fish, etc., you should indicate this by recording “**kenkey maker and seller**”.

For those who sell food we would like to know whether they are **street food sellers** (i.e. selling food (cooked or uncooked on the street), **food seller in the market** or **food counter attendant**.

Note that whenever you specify a seller or maker of a particular commodity which is only known in a few areas, you must also write in brackets whether that commodity is food, drink, etc. For instance, you may write **SELLER OF AHEYI** (non-alcoholic corn drink), **MAKER OF TUBANI OR WAKYE (FOOD)**.

Question 34: Industry refers to the main economic activity of the establishment where the respondent worked. This is a description of the goods and services that are produced in the place where the respondent works. Establishment applies not only to big enterprises such as Pioneer Biscuit Factory, Ghana Commercial Bank, etc. but also to the small ones as well, e.g. Kwesi Nimo's farm, place of petty trading in market or Fati's Kiosk "under the tree." Note that it is the economic activity Fati carries on under the tree that is to be specified.

The following examples may help you understand what industry is about and what you must write or describe in the spaces which have been provided and code according to the ISIC.

- a) A Carpenter who makes window frames is employed by a firm which build houses, the major economic activity you must write down is “construction of houses”, NOT “window frames”, since houses are produced by the establishment where he/she work.
- b) A Carpenter gives **NOVOTEL Hotel** as the name of the establishment where he/she worked. You must write “hotel services” as the major economic activity of the establishment.
- c) The major economic activity of all educational institutions e.g. University of Ghana, Ghana Secondary, Government Technical School, is **EDUCATION** even though the persons employed in these institutions may be doing different types of jobs.
- d) For a craftsman who is employed by a Construction Company which is undertaking a contract with an educational institution, you must write down **BUILDING CONSTRUCTION** but **NOT** education.
- e) A self-employed who lay blocks is classified under construction.

For respondents employed by big establishments, you must record the main economic activity of the particular branch/department in that establishment where the respondent works. Similarly, different economic activities are carried on at such places, for example cloth selling, food selling, dressmaking/ tailoring/ embroidering, corn milling, chop bar activities, hairdressing/ barbering, etc. You must specify the economic activity of the respondents at the market.

Question 35: This question relates to the sector of employment in which (Name) is working. The following explanations of employment sectors have been given to guide you choose the appropriate option:

1. **Government Sector:** This includes both the Civil Service and Public Service workers. The Civil Service is made up of establishments that are largely regulated, owned or controlled by the central or local government and do not draw their salaries from the consolidated fund e.g. Ministries, District Assemblies, National Mobilization Programme, etc.

The other Public Service is made up of establishments that are wholly or partially owned or regulated by the central government and draw their salaries from the consolidated fund e.g. Ghana Statistical Service, Ghana AIDS Commission, Electricity Company of Ghana, etc.

2. **Parastatals:** These are corporations and boards that are partly owned or fully owned by the government. They do not however, depend on the consolidated fund or government funds. They normally generate their own income and have some autonomy e.g. ECG, VRA, Ghana Telecom.
3. **NGO's (Local & International):** These are non-profit making organizations which aim at providing services/facilities/assistance to the government and communities. There are two main types of NGO's
4. **Cooperatives:** These are autonomous associations of people who voluntarily come together to meet their mutual social and economic benefits.
5. **International Organizations:** International Organizations include the following: UNDP, UNICEF, UNHCR, FAO, UNFPA, WHO, OAU, ECA, World Bank, etc.
6. **Private Sector:** These are establishments owned and controlled by private person(s). They include those that have as well as those that have not established procedures for keeping records, recruitments, promotion and dismissal, etc. such as Darko Farms, Japan Motors, and those operating in markets and table tops.
7. **Other:** All others that are not captured by any of the categories described above. Examples are religious groups.

Question 36: Eleven pre-coded responses have been provided for this question and where the answer corresponds to one of these you must indicate the appropriate code. It is important to probe, especially women and children for their activities in order to be sure of their statuses as to whether they worked for themselves or in a household member's enterprise.

1. **Paid employee** – Choose this for a persons who work for a public or private employer and is paid by this employer.
2. **Casual worker** - Refers to persons who are not part of the permanent workforce, and supply services on an irregular or flexible basis. These workers are usually paid on rate basis and do not get benefits such as sick or annual leave.
3. **Paid apprentice** - Refers to a worker who is learning a trade and who normally works under the supervision of a qualified worker and is either paid or given an allowance.

4. **Unpaid apprentice** - Refers to a worker who is learning a trade and who normally works under the supervision of a qualified worker and is neither given an allowance nor receive payment.
5. **Non-agric self-employed with employees** - Choose this for a person who operates his/her own enterprise directly or through another person (E.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES. Note that the persons considered employees here exclude unpaid family workers and apprentices, whether they are given an allowance or not.
6. **Non-agric self-employed without employees** - Choose this for a person who operates his/her own enterprise (e.g., a farmer, *kenkey* seller, carpenter) and who DOES NOT EMPLOY anybody to work for him/her in the operation of his/her enterprise (except perhaps apprentices or members of his/her family). Note that apprentices must not be classified as employees. You must, however, make sure that the assistants of such a person are apprentices and not paid employees before classifying the respondent in this group.
7. **Non-agric contributing family worker** – Choose this for a person who helps in running an economic enterprise operated by a member of his or her household without payment of wages or salary. The person is not a partner in the business.
8. **Agric self-employed with employees** - Choose this for a person who operates his/her agric enterprise directly or through another person (E.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES. Note that the persons considered employees here exclude unpaid family workers and apprentices, whether they are given an allowance or not.
9. **Agric self-employed without employees** - Choose this for a person who operates his/her agric enterprise (e.g., crop grower) and who DOES NOT EMPLOY anybody to work for him/her in the operation of his/her enterprise (except perhaps apprentices or members of his/her family). Note that apprentices must not be classified as employees. You must, however, make sure that the assistants of such a person are apprentices and not paid employees before classifying the respondent in this group.
10. **Agric contributing family worker**-Choose this for a person who helps in running an agric enterprise operated by a member of his or her household without payment of wages or salary. The person is not a partner in the business.
11. **Domestic worker** – These are persons who are engaged to render household service with or without pay.
12. **Other** - To this category belong all persons who do not fall into any of the above groups. Give a description of this group of workers.

Question 37: The question seeks to know if there was a mutual agreement on the terms and conditions of the work between the employer and the employee, either written or oral (verbal).It should be noted that signing “a written contract” also includes a letter of employment/appointment in which the respondent’s wage/salary has been specified. Otherwise,

there is no contract signed, that is, if the letter of appointment does not specify pay and other conditions of work.

Question 38: This question wants to know if the respondent is entitled to either full or partial health insurance from his/her employer when he/she is sick as part of the contract of engagement. *Note that there are several forms of health insurance and the emphasis is not only on National Health Insurance Scheme (NHIS) being operated by the government but all forms of health insurance. Examples are Medicare, Premier Mutual Health insurance, Apex Mutual Health insurance, Liberty Mutual Health insurance, NHIS etc.*

Questions 39 and 40: These questions seek to find out if the respondent would be paid by his/her employer if he/she did not work because he/she was sick or had given birth and could not go to work.

Questions 41: This question finds out from the respondent if he/she is entitled to any social security such as housing grants, some relief for the dependents of the respondent which is all paid by the employer.

Question 42: For those who are entitled to any kind of social security benefit, find out which one(s) he/she is or will be entitled to. Multiple responses are allowed here and so choose as many as possible for those that apply.

Question 43: This question wants to know if the respondent is entitled to some medical relief from his/her employer when he/she is sick as part of the contract of engagement.

Question 44: Find out the kind of remuneration package whether the payment was made on time basis, piece rate or some other basis. Payment on time basis means that the worker is compensated a certain amount of money or in-kind pay for each specific time (say one hour) he/she works. Payment on piece rate means that the worker is compensated a certain amount of money or in-kind pay for each unit of work completed. For example, in a manufacturing company, an employee receives a set amount for each item he produces regardless of how fast or slow he works.

Question 45: This refers to the total amount of money the respondent has received or yet to receive for the main work he/she has performed in the past 7 days including bonuses and allowances. Only cash payments should be recorded here. For instance if the respondent received GH¢40 cash and GH¢20 worth of rice, then the total amount of money he/she had received for the job he/she did in the past 7 days is GH¢40. This question requires a lot of probing as respondents is likely to under declare how much they received. This under declaration of payments may be intentional or unintentional. For example, the respondent may inadvertently not mention bonuses, commissions, allowances or tips paid to him/her and it is only through proper probing that you can elicit this information.

Probe to find out what time unit this payment received is in reference to. That is, it is not enough to indicate that the respondent was paid GH¢40 for the job he/she performed. What has to be clear is whether this payment was for one week, two weeks, one month, one year or some other period.

Question 46: This question inquires about any other payments and subsidies received, for work done either in cash or in-kind. In-kind can be in terms of food, other physical items and services rendered.

Question 47: For those who indicate in Question 46 that they receive payments and subsidies for work done either in cash or in-kind, the question seeks to know the value of the goods and services should they be quantified in the monetary value. Remember to indicate the time unit, whether these payments are done daily, weekly, fortnightly, monthly, quarterly or yearly.

Question 48-49: Question 48 finds out from the respondent whether or not he/she receives payment in-kind, i.e. any payment that is not in the form of cash. For example, a worker may be receiving a bag of rice every month for the work she does. In Question 49, find out the value of the bag of rice for instance and indicate this value.

Question 50: Indicate the ID of members of the household who mainly decides on the use of this payment. There could be a number of people who take decision on the use of this payment. You are to probe to identify one person who mainly decides.

Question 51: This is about the respondent's place of work. Indicate clearly where the respondent **usually** works. Seventeen pre-coded responses have been provided. Probe to find out from the respondent where he/she carries out his/her activities.

Question 52: Permanent employees work for an employer and are paid directly by the employer. They often receive other benefits like subsidized healthcare, paid vacations, holidays, sick time, or contributions to retirement plan. They are generally protected from abrupt job termination by severance policies. On the other hand, 'temporary employee' refers to a situation where the employee is expected to leave the employer within a certain period of time. Full time workers work throughout the full length of time as agreed by the establishment. On the other hand, part time workers work for only a portion of the full length of time agreed by the establishment.

PART B: CURRENT ECONOMIC ACTIVITY STATUS AND CHARACTERISTICS OF SECONDARY JOB

NOTE THAT THIS PART IS SUPPOSED TO BE ASKED OF ALL THOSE WHO INDICATED IN SECTION 4 PART A THAT THEY WORKED IN THE PAST 7 DAYS OR DID NOT WORK BUT HAD JOB TO GO BACK TO.

This part follows similar pattern as in Part A of Section 4: secondary job of a worker (i.e. any task or economic activity that the respondent performed in addition to his/her main employment within the reference period. This may be overtime in certain assignment, running projects or having businesses of their own alongside their main employment. You need to constantly draw the attention of the individual that questions in this section relates to any secondary activity done within the past seven days.

PART C: UNDEREMPLOYMENT IN THE PAST 7 DAYS

Underemployment reflects underutilization of the productive capacity of the employed population. This section provides information on respondents regarding total number of hours of work, willingness to change work situation, efforts made to change work situation and meeting the requirements to change job additional hours respondents would have liked to work during the reference period, etc.

Question 1: The purpose of this question is to find out the total number of hours the respondent worked during the reference period. You are not supposed to ask this question. Refer to questions 3, 5, 7, 10, 13, 16, 18 and 20 of Part A. Remember that this is the total number of hours on work performed in the main activities.

Question 2: This question is not supposed to be asked. Refer to Q1 and enter code 1 if the number of hours worked is less than 40. On the other hand, enter code 2 if the number of hours worked is either 40 or more.

Question 3: The question finds out from the respondent whether or not he/she was ready to do additional hours of work in the past 7 days if he/she had the opportunity.

Question 4: This question seeks to ascertain if the respondent wanted to actually work for additional hours in the past 7 days. Note that availability to work for additional hours is different from the willingness to work additional hours. Skip to Q6 if the respondent indicates that he/she was not willing to work for additional hours.

Question 5: This question is for those respondents who indicated that they would have liked to work during last week. Find out the number of hours they would have liked to work and record the response.

Questions 6-7: Question 6 seeks to find out from the respondent how he/she wish to change his current job situation. This can be achieved through changing the current job to have another, having another job to supplement the current one or making some specific changes in the current job/activity. Question 7 finds out whether the respondent attempted to change job in the past 7 days.

Question 8: The question is asking the respondent to provide the most important reason for taking a decision to change his/her job situation. You are to use the response provided by the respondent to select the appropriate option.

Question 9: This question is asking the respondent to provide information on steps taken to change his/her work situation or increase earnings. Carefully listen to answers provided by the respondent to enable you record the correct response(s) from the options given.

Question 10: The purpose of this question is to find out from the respondent if he/she is ready and has the requirements to change work situation. Requirements needed to change job will include having the needed educational qualification or skill.

PART D: ACTIVITY STATUS IN THE PAST 12 MONTHS

Question 1: The following categories of persons must be regarded as having worked in the past 12 months and the appropriate response should be chosen:

- a. All those aged 5 years and older who were in regular employment or self-employment during the past 12 months and were paid in cash or in kind.
- b. All those aged 5 years and older who worked for at least one hour for pay, profit or family gain during the past 12 months.
- c. All those aged 5 years and older who during the reference period worked on their own farms or went out to fish or engaged in trading for at least one hour during the reference period even though they may not have sold any produce during the period.
- d. Domestic employees (house helps, cleaners, etc.) aged 5 years and older who worked for at least one hour and were remunerated for their work either in kind or in cash.
- e. Apprentices (i.e. persons learning a trade and who normally work under supervision of qualified workers e.g. apprentice carpenters, apprentice hairdressers, apprentice fitters, apprentice gold smiths, apprentice masons, etc.) aged 5 years and older and who worked for at least one hour during the reference period for pay or profit.
- f. All persons aged 5 years and older who worked without pay for at least one hour or more in an establishment or farm operated by a member of their family. This category of persons known as CONTRIBUTING FAMILY WORKERS include the following:
 - i. Wives/husbands who during the reference period worked in their husband's/wife's store, farm or other economic enterprise. However, if these wives/husbands are paid, they should be classified as paid workers and not as contributing family workers.
 - ii. Children aged 5 years or more who during the reference period helped on their father's/mother's or any family member's farm/shop or assisted them in other economic activities such as cocoa shelling.
 - You must also remember to include contributing family workers who helped family members in their economic activities but were also students in educational institutions. These persons must be treated as working. Similarly, a University student who temporarily did some work during the holidays should be regarded as working if he/she worked for even one hour.

Question 2: This question seeks to find out whether the respondent has changed jobs within the past 12 months. Find out also whether the work he/she is referring to is the same as the main job he/she is currently doing or the secondary job he/she is currently doing or it is a different job altogether.

All the other questions in this section are to be answered in the same way as was done previously.

PART E: UNEMPLOYMENT IN THE PAST 7 DAYS

Question 1: This question seeks to find the availability of the respondent during the reference period if there had been an opportunity to work. Availability for work means the respondent is ready and prepared to work whenever there is work for him/her. If the respondent is not available for work (i.e. Q1=Option 3), skip to Q10. On the other hand, if the respondent indicates his

availability, probe to find out when he/she was available; whether it was in the past 7 days (option 1) or had been available since the past 4 weeks (option 2).

Question 2: Find out from the respondent if he/she did something specifically to either find work or start a business. For those who mention that something was done, skip to Q4. Seeking work means the person should be doing any of the following or some related activity during the reference period:

- **Active steps to seek work in paid employment**
 - Registration at an employment exchange
 - Application to employers
 - Checking at worksites, farms, factory gates, etc.
 - Placing or answering advertisements
 - Seeking assistance of friends or relatives

- **Active steps to seek work in self-employment**
 - Looking for land, building, machinery or equipment to establish own enterprise
 - Arranging for financial resources
 - Applying for permits and licenses

- **Job search period**
 - Within the 'specified recent period'

Question 3: The purpose of this question is to find out why the respondent has not made any effort to find work or start a business. Note that only one response (the most important reason) is to be provided. Note that any response in this question should skip you to Q14.

Question 4: This question seeks to find out the efforts made by the respondents in finding work. Refer to the examples given in Q2. Note that this question does not permit multiple responses. Indicate what the respondent mainly did.

Question 5: This question is ascertaining whether the respondent is prepared to work on part time basis.

Question 6: This question seeks to find out the type of employment the respondent is mainly seeking (i.e. government, large private firm, small/medium scale enterprise, self-employment or any job).

Question 7: This question is asking the respondent the how long he/she has spent in seeking and/or has been available for work. Use the information provided by the respondent to select the appropriate option stated.

Question 8: This concerns the tasks performed by the respondent the last time before he/she became unemployed. Give a description of the occupation and provide the 4-digit ISCO. For those who have never worked before (first time job seekers), indicate "NEVER WORKED" in

the description of occupation and code “0000” as ISCO.

Question 9: This question is for persons seeking paid employment with regards to the minimum wage for which the respondent is willing to work. It seeks to find out the minimum payment for which the respondent would be attracted to work for someone else. You are to note that the question is also seeking the corresponding time unit or period for the wage. For example, the wage quoted by the respondent, is it for a week, a month, etc. If the respondent is seeking for self-employment work, code 0.

Questions 10: This question is to be answered by respondents who indicated in Q1 that he/she was not available for work. It seeks to find the main reason why the respondent was not available for work during the reference period. Choose only one response.

Question 11: The purpose of this question is to find out the conditions under which the respondent would be prepared to work. Use the information provided by the respondent to choose from the responses given.

Question 12: This question seeks to find out whether the respondent has ever been refused a job offered to him/her. Some people sometimes are not willing to do jobs that are below their skills or jobs that do not pay much or payments offered are below their expectations. If the respondent has experienced a number of refusals, concentrate on the most recent one.

Question 13: The purpose of this question is to find out the main reason why the respondent refused those jobs offered to him/her.

Question 14: This question seeks the opinion of respondent on the main reason why he/she is not getting a job. Is it that the area in which he/she trained is not in demand? (option 1) or he/she is not properly trained – incomplete training (option 2) or jobs are just not available (option 3)? It is also possible that the respondent is still undergoing training (option 4).

PART F: HEALTH AND SAFETY ISSUES (5 YEARS AND OLDER) IN THE PAST 12 MONTHS

NOTE: FOR HOUSEHOLD MEMBERS, WHO DID NOT WORK, SKIP THIS SECTION TO SECTION 5A.

Question 1: The purpose of this question is to find out from the respondent if he/she has ever had occupational injury in the past 12 months. “Yes” and “No” responses are given to each of the 12 questions relating to the type of injuries or sufferings. Draw the attention of the respondent that these injuries referred to are those that were sustained as a result of his/her involvement in work. Therefore, a “No” response will be provided if the respondent indicates that he/she sustained an injury within the reference period but was not when he/she was working.

Question 2: The purpose of this question is to find out about the seriousness of the injury from the respondent. Find out from the respondent whether it was a minor injury and therefore did not

affect work/school activity or as a result of the seriousness of the injury, the respondent some loss of days of work/schooling.

Question 3: For those who gave option 1 as response to Q2, find out why the respondent did not stop work even though the injury/suffering was serious.

Question 4: Describe the specific task (occupation) that the respondent was doing when the injury occurred. Provide the corresponding ISCO.

Questions 5 & 6: Question 5 finds out from the respondent if he/she uses or operates a tool, machinery or equipment at the workplace. Question 6 identifies the type of tool, machinery or equipment. Write down the codes of two of the mostly used tools, machinery or equipment.

Question 7: The purpose of this question is to find out from the respondent if he/she is exposed to some occupational hazards at the workplace. “Yes” and “No” responses are given to each of the 14 questions relating to the type of hazards. Draw the attention of the respondent that these hazards refer to those that are at the workplace or work environment. Therefore, a “No” response will be provided if the respondent indicates that he/she is exposed to a hazard which is not at the workplace or work environment.

SECTION 5

PART A: MIGRATION

The purpose of this section is to gather information on the mobility of household members. It focuses on place of birth, length of stay in current place of residence, main reason for moving to the current place of residence, employment, etc. The section also identifies persons who have lived in a locality since birth. All household members aged 5 years and older are eligible to answer questions in this section.

Migration

For the purpose of this survey, migration refers to a change in usual place of residence, which involves movement of persons from one place to another. E.g, crossing an administrative boundary.

Note: For the purpose of this survey, a migrant must have lived at the present place of residence continuously for a period of time (e.g. one year or more) or intends to do so.

INSTRUCTIONS

Question 1: Was (NAME) born in this village or town?

The purpose of this question is to find out the place of birth of the respondent. In this survey, town or village (locality) of birth of a person is the usual residence (town or village) of the respondent's mother at the time of respondent's birth. For example, Akua Mansa who normally resides with her husband at New Tafo (Eastern Region) went to Accra (Greater Accra) to deliver her child in her mother's house. In such a case, the place of birth of her child will be New Tafo and not Accra. If, however, she stays in Accra after her child's birth for six months or intends to stay there for six months or more then the birthplace of her child will be Accra and not New Tafo.

The following should not be regarded as birthplace of respondent (a) a hospital or maternity home outside the usual place of residence of the mother; (b) the hometown of the mother's mother; or (c) some other locality where the mother had gone for a short visit and given birth.

If, however, the mother's length of stay outside her locality of usual residence is six months or more or the mother has the intention of staying in the new place for six months or more the "actual town/village of physical birth" is considered as the birthplace of the person in question

Question 2: In what region/country was (NAME) born?

This question is for persons who indicated in Q1 that they were not born in the locality. You are to ask the respondent's region/country of birth. Record the appropriate response and skip to Q4. Take note that as explained in Q1, the region or country of birth is the usual place of residence of respondent's mother at the time of the respondent's birth and not where the birth actually took place.

Question 3: Has (NAME) been living in this town/village since birth?

You should ask this question only of those persons who answered 'Yes' in Q1 (i.e. born in this town or village). You should note that persons who have temporarily been absent from their place of birth or who are normally absent for periods less than one year (e.g. **seasonal workers** who return

after a season and **students in boarding schools** elsewhere or **traders** absent for short periods) should be regarded as having lived in this town or village since birth. When a person answers 'No', you should probe further to get the right response. If the response is 'YES', you are to skip to SECTION 5B. Proceed to ask the next question if the response is 'NO'.

Question 4: How long has (NAME) been living continuously in this town/village?

This question should only be asked of persons who answer 'No' in Q1 of this section (i.e. not born in this town or village where survey is taking place) and also those who answer 'No' in Q3 (i.e. not lived in this town or village since birth). Note that breaks in duration of residence lasting less than 12 months should be disregarded. Also, note that for persons who have made multiple movements of 1 year or more, you should consider the last duration of stay as the number of years lived in the town or village.

Question 5: Where was (NAME) living before moving here?

The purpose of this question is to find out the region or country where the respondent was living before moving to the current place of residence.

Question 6: Where you used to live before moving to this locality, was it a town or village?

The question seeks to find out whether the place the respondent used to live before moving to the current place was a town or village. In this case a city can be referred to as a town.

Question 6a: How long did (NAME) live in that town or village? State the number of years the respondent lived in the place mentioned in question 6. **Note: code 00 if the number of years is less than one year**

Questions 7: What was (NAME's) main reason for moving to this town/village?

People migrate for various reasons. Some people **choose** to migrate for example, to another country to enhance his/her career opportunities. Some people are **forced** to migrate as a result of war and famine. This question seeks to know the main reason that pushed or pulled (NAME) to come and stay at his/her current place of residence.

Question 8: What was (NAME's) main economic activity in (NAME OF PREVIOUS PLACE OF RESIDENCE (INQ.6))?

This question seeks to find out the main economic activity of the respondent in his/her previous place of residence. In other words, you are to ask the respondent to describe his/her main occupation. If the respondent is into full time education, record code **9996**. However, if the respondent is in full time education but did any economic activity, ask him/her to describe the occupation.

Question 9: In what industry was this work?

This question is asking for the description of products produced or services rendered by the establishment where the respondent worked. Describe vividly what the establishment does.

Question 10: Who was (NAME) working for?

This question is seeking to find out whether the respondent worked for government, private company, NGO, International organisation, etc.

PART B

SECTION 11.E1: MIGRATION AND REMITTANCES

This section is asking questions about household members who used to live elsewhere and have re-joined this household in the last 5 years. It also involves former household member who have move out of the households and remittances sent. Remittances essentially represent household income arising mainly from the temporary or permanent movement of people to those economies. It includes funds that flow through formal channels, such as electronic wire, or through informal channels, such as cash carried across borders in pockets.

Question 1: Within the last 5 years, did you have any member of your household who was previously living outside your household and has since returned to your household?

List all members who were former members of this household and has now re-joined the household. Include person who left the household because of marriage and has returned to the household due to some challenges to the marriage. Exclude all who are former members but are not current members of the household.

Question 2: What was the main activity of (NAME) when he/she lived outside your household?

This refers to the reason why (NAME) left the household.

Question 3: If (NAME) was working or working and studying outside the household, where did (NAME) live and work?

This refers to all respondents who left the household for purposes of working and studying. It seeks to find out the location of respondent when he/she left the household. If the respondent's location was within Ghana, find out whether area was a rural or urban and continue to question 4. If the respondent's location when he/she left the household was outside Ghana record the code that corresponds to the country of location and skip to question 7.

Question 4: If (NAME) lived and worked in Ghana, which region did he/she work in?

Question 5: During the last 5 years, for how long did (NAME) live and work outside your household?

This refers to the duration of stay outside the household within the past 5 years. Record the response in completed years. If the duration of stay is less than one year, record "0".

Question 6: Before (NAME) left to work outside your household, did you give him/her or did (NAME) receive donation (cash) or a loan to help finance migration?

This refers to all financial assistance the respondent received before he/she left the household that enable him/her travel. Exclude all other financial assistance sent to the respondent after he/she has left the household. If there was no financial assistance to the household record "00"

Question 7 & 8:

These refer to the highest educational level of education attained by the respondent before he/she

left the household and the place where the respondent obtained this level of education.

Question 9: What was the occupation of (NAME) when he/she lived and worked outside your household?

Question 10: When (NAME) lived and worked outside your household, did he/she send any money to your household?

This question to the period of the last 5 years while the respondent was living outside the household and seeks to find out whether within that period the respondent sent money to any member of this household.

Question 11: How did (NAME) usually send this money to your household?

Banking channel

Commercial banks are traditionally important vehicles for effecting cross-border remittance transactions, in light of their extensive networks in both the sending and the receiving countries, and participation in the international payments and settlement systems. Some banks with a global presence may use their own network for money transfers, whereas others with limited networks may use a franchise transfer service provided by a global operator, join a cooperative network, or utilize a correspondent banking relationship.

Money Transfer Operators (MTOs)

Money transfer operators (MTOs) are financial companies (but usually not banks) engaged in cross-border transfer of funds using either their internal system or access to another cross-border banking network. MTOs may use their own outlets or numerous transfer agents, such as banks, exchange bureaus, post offices, and other intermediaries like retail outlets, cell phone centers, travel agencies, drug stores, and gas stations, to deliver remittances in the destination country, because MTOs and associated activities usually address the same target clients. Funds are delivered through cash, cheques, or drafts. MTOs have wide networks in the sending and receiving countries, have less stringent identification requirements, and often focus on low-value, high-frequency transactions.

The remittance process through an MTO often begins with a sender delivering cash to a sub-agent of the MTO in the host country. Second, the sub-agent transfers funds to the MTO agent through the domestic payments system. In the third step, the MTO agent orders its bank to transfer funds from its domestic account to the overseas account of a partner, nonresident MTO agent. Once the funds are credited to its account, the partner MTO agent requests that funds be credited to its subagent. The subagent in the receiving country then, in a final step, delivers cash to the final beneficiary. This chain involves somewhat fewer steps when banks operate as MTO subagents.

Transfer mechanisms differ on a number of parameters, including cost, speed, and accessibility. When making monetary transfers, a migrant can choose to use formal bank channels, other formal non-bank money transfer organizations, or informal channels. These informal channels include hand-carried cash transfers and the use of informal couriers.

Postal offices

Post offices, traditionally the agents of domestic money transfers, have also emerged as important carriers of cross-border funds and are generally regulated by communications laws in most countries and not by the central banks. Post offices either provide their own services for international money transfer or act as agents for other money transfer companies. International postal money order service is available to transfer funds to individuals or firms in countries that have entered into agreements.

Agent/courier

The entry of courier services in the remittance transfer market has been attributed to the weaknesses of other formal institutions. Courier companies may deliver remittances through regular mail, electronic communications, and their own physical delivery of packages. At the remitting end, the transaction involves the sender visiting the location of the courier company and tendering the money. The courier company receives information about both the sender and the receiver. At the receiving end, an employee or agent of the courier company visits the recipient and delivers the money after proper identification of the recipient.

Personal and other forms of transfers

A large number of small money transfer businesses all over the world are often not subject to registration, licensing, or regulation, depending on local circumstances. Many of these businesses are part of channels that are culturally embedded and have been described as “alternative remittance systems,” “informal value transfer systems,” and “informal funds transfer systems”

SECTION 11 E2: CURRENT MIGRANTS

This section refers to former household members who used to live in this household but are currently living elsewhere in other households within the last 5 years. If the interview is being conducted in October 2016, then the last 5 years starts from September 2011 to October 2016. Within these period if any member of the household ever left the house hold for more than 6 months and has now form or joined another household. These include persons who were formally usual members of this household but have currently travelled out of the household either abroad or within Ghana.

Question 1: List all former members who were living outside the household. Include person who left the household because of marriage.

Question 2: Record the sex of the former household member living outside the household.

Question 3: State the current age of (NAME) in completed years

Question 4: this is the current relationship of (NAME) to the head of household

Question 5: .The main reason why (NAME) left the household.

Question 6: This seeks to find whether (NAME) is currently working or looking for work

Question 10: This refers to the marital status of (NAME) before he/she left the household.

Question 15: This refers to the current marital status of (NAME) after he/she left the household

Question 16: This refers to the type of job (NAME) is currently doing

Question 22-24: This seeks to find out whether the member sent any goods to the household and if h/she did the type of goods sent to the household

Question 25- 29: The purpose of these questions is to find out the use of remittances received on some key activities of the household such as open a bank account, set up business, build a dwelling, purchase land, etc. A bank account here refers to official commercial bank accounts opened purposely after being remitted. In question 29 tick all that apply for the reason why (NAME) sends money to any member of the household

PART B: DOMESTIC AND OUTBOUND TOURISM

Purpose

The purpose of this section is to estimate the total number of domestic and outbound visitors, trips, bed nights and expenditure by different purposes of travel during the past 12 (twelve) months.

Respondents

Respondents are household members. The household head should respond for him or herself, taking into consideration visits he/she made with other household members and their purpose of travel on such visits. Any other member of the household who has made other visits other than with the head of the household must respond to questions personally.

Definitions

Tourism: is the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited.

Visitor: any person who travels to a place or country other than that in which he/she has his/her usual residence but outside his/her usual environment for a period not exceeding 12 months and whose main purpose of visit is other than the exercise of an activity remunerated from within the place or country visited.

Tourist: a visitor who stays at least one night in a collective or private accommodation in a place or country visited.

Overnight visitor: a visitor who stays one or more nights in the place or country visited.

Same-day visitor: a visitor who does not spend the night in a collective or private accommodation in the place or country visited.

Traveler: a person making at least one trip during the study period.

Arrivals: one person visiting the same place or country several times during the year is **counted** each time as a new arrival. Likewise the same person visiting several places or countries during the same trip is **counted** each time as a new arrival.

Domestic tourism: is the tourism of resident visitors within the economic territory of the country of reference, so for example, those residents in Ghana visiting other areas of Ghana.

Domestic visitors: visitors whose country of residence is the country visited; they can be nationals or foreigners.

Outbound tourism: is the tourism involving residents traveling to countries other than one in which they reside (that is Ghanaian and non-Ghanaian residents traveling outside Ghana).

Usual environment and residence: in general, in statistics on population, residency is a characteristic attached to household, while in tourism statistics the usual environment is a characteristic attached to individuals, each of whom is part of a unique household. Two individuals who are part of the same household necessarily have the same residence but may have different usual environments.

Usual residence: the person is considered a resident of a place if the person:

- a) Has lived for most of the past 12 months in that place; or
- b) Has lived in that place for a shorter period and intends to return within 12 months to live in that place.
- c) On the other hand, if a person leaves his/her place of residence with the intention of establishing residence in a new place, he/she should not be considered as a visitor to this new place, even if he/she has not yet resided there for a year. The new place becomes part of his new usual environment.

If an individual has lived in two or more places in a 12 month period and one place (or more) satisfies (a) and one satisfies (b), then the latter prevails as the place of residence.

Usual environment: the usual environment of a person consists of the direct vicinity of his/her home and place of work or study and other places frequently visited. It has two dimensions:

Frequency: places which are frequently visited by a person (on a routine basis) are considered to be part of his/her usual environment even though these places may be located at considerable distance of his/her place of residence.

Distance: places located close to the place of residence of a person are also part of his/her usual environment even if the actual spots are rarely visited.

The survey will use the combination of the following criteria to define the usual environment of an individual or a household:

- The geographical boundaries within which the basic routine of life takes place (place of residence, work, study and trade): it includes places frequently visited (approximately on a weekly basis) other than vacation homes;
- Distance travelled from departure to return;
- Duration of the trip from departure to return; and
- The crossing of an administrative border: Districts, Municipalities and Metropolitan Areas to decide which trips have been made inside the ‘usual environment’ (so that those trips will be excluded from the purview of tourism). (UNWTO Definition).

The concepts which will be used to delimit the concept of usual environment in both overnight trips and same-day trips are the following:

- *Distance Criterion:* in Ghana, the distance criterion is used to delimit the usual environment, Administrative Territorial Unit (ATU), Metropolitan Area, Municipality and District, i.e. excluding the trips made within the same Metropolitan area, Municipality and District, where the household has the principal residence.
- *Frequency Criterion:* the frequency criterion is weekly.

Note the following:

- Commuting to work according to UN/WTO definition is traveling but not considered as tourism activity.
- The place where an individual works is clearly part of his/her usual environment but not necessarily his/her place of residence.
- Ghanaians resident abroad and visit the country are international visitors and not domestic visitors.

Eco-Tourism Sites

Ecosystem – all living and non-living parts of a habitat

- *Strict Nature Reserve (S.N.R.)* They are areas set aside for nature to take its own course without human influence or intervention thus, permitting a first-hand study of primary ecosystem dynamics (scientific research). Only one is available and it is Kogyae Strict Nature Reserve.
- *National Parks (N.Ps)* are areas set aside by law for their scenic beauty with or without wildlife and of national and international importance purposely for the promotion of tourism, recreation, scientific research and education. They are targets for infrastructure development for tourism and recreation uses. There are seven of them namely; Mole, Bui, Digya, Kakum, Nini-SuhienBia and Kyabobo National Parks.
- *Resource Reserves (R.Rs)* are areas of variable size in which habitats are managed to guarantee conditions essential to the wellbeing of selected species for the sustained production of wildlife products for cultural practices, tourism and trophy hunting. Other

compatible land uses may be allowed. These are currently six, namely: Shai Hills, Gbele, Ankasa, Kalakpa and Assin Attandasu Resource Reserves.

- *Wildlife Sanctuaries (W.S.)* is generally small areas that have been set aside for the protection of critical areas which contain rare endangered species of both flora and fauna. Rare and endangered animals may be introduced from other reserve when prevailing conditions are favourable for the animal's survival. There are four of these, namely: Owabi, Bonfobiri, Boaben-Fiema and Agumatsa Wildlife Sanctuaries.
- *Ramsar Sites (R.S.)* are areas where the land is wet or much of it is covered with water most of the year in sustaining unique life forms and of significance international importance as home to varied wildlife, notably migratory birds. There are five coastal ramsar sites, namely: Keta Lagoon Complex, Songor covering the entire Dangme East District, Sakumono near Tema, Densu Delta, comprising estuary of the Densu,
- *Geographical sites:* e.g. Mountain Afadjato
- *Beaches/Lagoons/Lakes.*

Other Sites

- *Zoos:* places normally within urban/city set-up where animals are kept as exhibits for the purpose of conservation, education and research. There are two public zoos, one in Kumasi and the other in Accra.
- *Monuments:* part of our national heritage. It could be a structure/building or a sculpture. E.g. Independence Square, Forts and Castles, busts depending on its importance. We also have mosques, Ashanti traditional buildings, etc.
- *Museum:* is an institution for the collection, preservation and restoration of cultural objects for the purpose of research, education, entertainment, exhibition and enjoyment. E.g. assorted objects like textiles and artefacts.
- *Religious sites:* sites meant for worship.

NOTE: Questions 1,2 and 3 below should be answered for all the four kinds of visitors

Question 1: Seeks to know whether NAME has really travelled outside his/her usual environment (outside his/her residence, work, trade, study etc.), with his/her household members, or as an individual in the past twelve months. A 'Yes' answer to this question means that the respondent must answer to this section. It also means that, either he/she might have done the visit alone or with other household members.

Question 2: Wants to know the number of visits made by respondent in the past 12 months. This question refers to the total number of domestic same-day visit(s), domestic overnight visit(s), outbound same-day visit(s) and outbound overnight visit(s)

Question 3: Is interested to find out whether the places visited are within Ghana, outside Ghana or both in Ghana and outside Ghana.

Domestic same-day visitors

Question 4: Seeks to find out the number of visits made by respondent in Ghana as a Domestic same-day visitor

Question 5: Seeks to find out the month(s) in the year the respondent made tourism trip(s) in Ghana.

Question 6: Is interested in places (districts) the respondent visited recently as a domestic same-day visitor.

Question 7: Seeks to find out the distance (in km) covered by the respondent for a place last visited in Ghana from (NAME's) usual residence as a domestic same-day visitor

Question 8: Wants to find out whether the respondent traveled by air, sea/lake, road, foot in Ghana as a domestic same-day visitor.

Question 9: Is to find out the length of stay (in HOURS) of the most current trip(s) as same-day visitor in Ghana.

Question 10: Seeks to find out the main purpose of recent travel by the respondent in Ghana as a domestic same-day visitor

Question 11: Intends to know whether the most recent visit by the respondent was a package tour or self-arranged same-day visitor in Ghana.

Question 12: Seeks to find out who mainly paid for the cost of the most recent trip as a same-day visitor in Ghana

Question 13: The question seeks to find out tourist site(s) NAME recently visited in Ghana either as domestic same-day visitor.

Domestic overnight visitors (tourists)

Question 14: Seeks to find out the number of overnight visits made by respondent in Ghana as a domestic overnight visitor (tourist)

Question 15: Seeks to find out the month(s) in the year the respondent made tourism trip(s) in Ghana as a domestic overnight visitor (tourist).

Question 16: Is interested in places (districts) the respondent visited recently as a domestic overnight visitor (tourist)

Question 17: Seeks to find out the distance (in km) covered by the respondent for a place last visited in Ghana from (NAME's) usual residence as a domestic overnight visitor (tourist).

Question 18: Wants to find out whether the respondent traveled by air, sea/lake, road, foot in Ghana as a domestic overnight visitor (tourist).

Question 19: Seeks to find out the number of bed nights NAME spent at the place visited as a

domestic overnight visitor (tourist).

(A family of 2 adults and 3 children taking a 3 night trip away from home will be counted as 15 bed nights. Thus, three (3) bed nights each

Question 20: This question seeks to find out the main purpose of the most recent travel by the respondent in Ghana as a domestic overnight visitor (tourist).

Question 21: Is to discover the type of accommodation respondent stayed in, either alone or with other members of his/her household during the recent visit he/she made in the past 12 months as a domestic overnight visitor (tourist).

Question 22: Intends to know whether the most recent visit by the respondent was a package tour or self-arranged as a domestic overnight visitor (tourist)

Question 23: Seeks to find out who mainly paid for the cost of the most recent trip as a domestic overnight visitor (tourist).

Question 24: The question seeks to find out a tourist site NAME recently visited as a domestic overnight visitor (tourist).

Outbound same-day visitors

Question 25: Seeks to find out the number of visits made by respondent outside Ghana as an outbound same-day visitor

Question 26: Seeks to find out the month(s) in the year the respondent made tourism trip(s) outside Ghana.

Question 27: Is interested in a country the respondent visited recently as an outbound same-day visitor.

Question 28: Wants to find out whether the respondent traveled by air, sea/lake, road, foot in Ghana as an outbound same-day visitor.

Question 29: Is to find out the length of stay (in HOURS) of the most current trip outside Ghana as an outbound same-day visitor.

Question 30: Seeks to find out the main purpose of recent travel by the respondent outside Ghana as an outbound same-day visitor.

Question 31: Intends to know whether the most recent visit by the respondent was a package tour or self-arranged outbound same-day visitor.

Question 32: Seeks to find out who mainly paid for the cost of the most recent trip as an outbound same-day visitor.

OUTBOUND OVERNIGHT VISITORS (TOURISTS)

Question 33: Seeks to find out the number of overnight visits made by respondent outside Ghana as an outbound overnight visitor (tourist)

Question 34: Seeks to find out the month(s) in the year the respondent made tourism trip(s) outside Ghana as an outbound overnight visitor (tourist).

Question 35: Is interested in a country the respondent visited recently as an outbound overnight visitor (tourist).

Question 36: Wants to find out whether the respondent traveled by air, sea/lake, road, foot outside Ghana as an outbound overnight visitor (tourist).

Question 37: Seeks to find out the number of bed nights NAME spent at the place visited outside Ghana as an outbound overnight visitor (tourist).
(A family of 2 adults and 2 children taking a 2 night trip away from home will count as 8 bed nights. Thus, two bed nights each)

Question 38: This question seeks to find out the main purpose of the most recent travel by the respondent outside Ghana as an outbound overnight visitor (tourist).

Question 39: Is to discover the type of accommodation respondent stayed in, either alone or with other members of his/her household during the recent visit he/she made in the past 12 months as a domestic overnight visitor (tourist).

Question 40: Intends to know whether the most recent visit by the respondent was a package tour or self-arranged as an outbound overnight visitor (tourist).

Question 41: Seeks to find out who mainly paid for the cost of the most recent trip as an outbound overnight visitor (tourist).

- Funerals 01
- Marriage Ceremonies 02
- Birthday Parties 03
- Open Days 04
- Graduation Ceremonies 05
- Business/Professional 06
- Holidays/Vacation/Leisure 07
- Visiting Friends & Relatives 08
- Convention/Conference/Workshop 09
- Religious/Pilgrimage 10
- Government Affairs 11

• Culture/Festival	12
• Studies	13
• Teaching	14
• Health	15
• Sports/Recreation	16
• Shopping	17
• Other (specify)	18

For Question 14

Outside Ghana (outbound trips))

• Funerals	01
• Marriage Ceremonies	02
• Birthday Parties	03
• Open Days	04
• Graduation Ceremonies	05
• Business/Professional	06
• Holidays/Vacation Leisure	07
• Visiting Friends & Relatives	08
• Convention/Conference/Workshop	09
• Religious/Pilgrimage	10
• Government Affairs	11
• Culture/Festival	12
• Studies	13
• Teaching	14
• Health	15
• Sports/Recreation	16
• Shopping	17
• Other (specify)	18

- If a person travels to a place for business transactions or business for not more than one year.
- Individuals who travel for holidays, vacations and leisure outside their usual environment are all visitors and should be coded as such.
- If an individual or household member leaves residence with the intention of visiting families/friends in a new place, he/she should be considered as a visitor to this new place.
- If a person travels to attend a convention, conference or workshop.
- An individual or household that travels for any religious reasons either within Ghana or outside Ghana.
- Any government official who travels outside or within Ghana from his/her usual environment is considered as a visitor(s). It should however be noted that, police, military

personnel on active duty assigned to a base other than their resident country are not visitors. Diplomats and their entourage are not to be considered as tourists in their host country. The embassy or consulate of that country is considered as constituting a physical and legal extension of that country regardless of where it is located. i.e., the diplomat premises are an extension or part of the country from where the diplomat was sent.

Note: but when a diplomat and/or his family or staff travels to a place within his/her country of posting, he/she is considered an international visitor upon that occasion and not when he/she enters the host country.

- Household members or individuals who travel for the purpose of cultural demand such as Festivals, Panafest, Emancipation Day etc. in Ghana or outside Ghana.
- Individuals who travel within or outside Ghana for short-term courses or stays for no monetary gains.
- Students traveling abroad even for more than one year and still depending economically on their families are considered part of their family's household. Their usual environment includes their university and the place where they live but remain residents of the place where their household has its center of economic interest. The same can be said of persons serving a long-term prison sentence. All these classes of persons are not visitors to the places where they now reside. But if other members of their original households travel to see them, then they are visitors to these places.
- Individuals who have made trips with the intention of teaching.
- All health treatments outside the usual environment. This refers to visiting clinics, health resorts and fitness centers, and other treatments and cures. Sick persons staying in a hospital or similar facility some distance from their usual environment for less than a year are tourists and should be recorded as such. On the other hand, sick persons staying in a hospital or similar facility some distance from their original residence for more than one year and are still part of the household from which they come if economic ties are maintained with that household, even though their environment now includes the hospital where they are staying are **not** tourists.
- Household members or individuals who travel away from their usual residence for sporting activities or for the purpose of watching football, boxing etc.
- Other purposes not stated elsewhere.

Type of accommodation	In Ghana	Outside Ghana
Hotel (other lodging services) 011	012
Guest House 021	022
Health Establishments 031	032
Educational Institutions 041	042
Work/Holiday Camps 051	052
Hostels 061	062
Holiday Resorts 071	072
Tourists Camp Sites 081	082

Friends/Relatives Residence	091	092
Private Homes	101	102
Primary Home	103	104
Other (specify)	105	106

1. **Tourist Household:** a household in which at least one member engaged in tourism activity during the reference period.
2. **Hotel:** A hotel is an establishment that provides paid lodging on a short term basis. It includes lodging and related services provided by hotels.
3. **Budget hotels:** are usually considered to be 1 Star hotel because they provide lodging at cheaper price: some may offer breakfast with this price. They are with limited amenities in the room like single bed, iron etc. They also serve long term lodging with cheap price.
4. **Guest House:** A commercial accommodation that has a minimum of four (4) rooms and maximum of nine (9) rooms. A small house or cottage adjacent to a main house, used for lodging guests. Has a communal space where the residents can meet.
5. **Health Establishments:** Lodging and related services provided by health and similar institutions.
6. **Work Camp or Holiday Camp:** is a type of holiday accommodation that encourages holiday-makers to stay within the site boundary that includes accommodation, entertainment and other facilities.
7. **Holiday Dwelling:** Buildings that are usually rented for occasional guests, including apartments, chalets, villas, bungalows are considered a holiday dwelling (unit) i.e. collective facilities under common management
8. **Hostels:** an establishment that provides cheap food and lodging for a specific group of people, such as students, workers, or travellers. It provides budget-oriented sociable accommodation where guests can rent a bed, usually a bunk bed, in a dormitory and share a bathroom, lounge and sometimes a kitchen.
9. **Holiday Resorts:** playground; resort area; vacation spot. An area where many people go for recreation
10. **Tourist Camp Sites:** Include lodging and related accommodation services provided by the tourist sites such as Tourist Resort Reserve and similar lodging facilities.
1. **Primary home:** in Ghana, the dwelling of every individual or each household is considered statistically as the **primary home** and residence of this individual or household.
2. **Private homes or second homes:** rented or family or owned dwellings occupied by individuals or households on tourism trips are considered as **private homes or second homes**.
3. **Relative's or friend's residence.**
Every individual or each household who occupies dwellings owned by relatives or friends during tourism trip(s) are considered as **relative's or friend's residence**.
11. **Other:** Any accommodation not included in the ones provided.

Usual environment and second homes

For each household, there will be a dwelling that is considered statistically as the primary home and residence of this household. All other dwellings (rented or owned) occupied by a

household will be considered second home. To be considered as second home, such a dwelling may have one or more of the following characteristics:

- It is the usual environment of one or more of the members of the household but not the primary residence of the household;
 - It is a vacation home, that is, it is visited by one or more of the members of the household for recreation, vacation or other activities different from the exercise of an activity remunerated from within the place;
 - It is visited occasionally by one or more members of the household for work reasons.
-
- A package tour comprises a number of tourism products which are purchased by a traveler as a single entity. Examples are transport and accommodation, meals, tours, car hire or any other product of interest to a tourist.

0 PURPOSE OF VISIT

A person may undertake a trip for various reasons. Usually, there will be one reason which can be termed as the main purpose of visit. It is the reason in the absence of which the visit would not have taken place (UNWTO definition). The main purpose of the trip helps to determine whether it qualifies as a tourism trip and the traveller qualifies as a visitor. All other reasons are considered to be secondary purposes. More often, some visitors would be merely accompanying their parents/elders without having any specific purpose of their own. Here, the main purpose of visit in such cases is taken to be that of the member whom they are accompanying.

The purpose of visit by major groups for domestic tourism has been classified into two: personal; and business and professional. *Personal*: holidays, leisure, and recreation, visiting friends and relatives, education and training, health and medical care, religion/pilgrimages, shopping, transit, and others and *business and professional*.

- ***Holidays, leisure and recreation.*** This category consists of, for instance, sightseeing, visiting natural or man-made sites, engaging in a sport (skiing, riding, golfing, playing tennis, diving, surfing, hiking, trekking, mountain climbing, etc.) attending sporting or cultural events as a non-professional activity; using beaches, swimming pools and any recreation and entertainment facilities, staying in a vacation home owned or leased by the household, etc.
- ***Visiting friends and relatives.*** This category is made up of, for example, activities such as visiting friends and relatives; attending weddings, birthdays, parties, funerals or any other family event; short-term caring for the sick or old, etc.

- *Education and training.* This category includes, for example, short-term courses paid either by employers or others, which should be identified separately, university sabbatical leaves, etc.
- *Health and medical care.* This category includes, for example, attending hospitals, clinics, convalescent homes and, more generally, health and social institutions for treatment; visiting thalassotherapy and health and spa resorts and other specialized places to receive medical treatments. This category includes short-term treatments because long-term treatments requiring stays of one year or more are not part of tourism.
- *Religion/pilgrimage.* This category includes, for example, attending religious meetings and events, pilgrimages, for instance, camp meetings, travelling for crusades, etc.
- *Shopping.* This category includes, for example, purchasing consumer goods for own personal use or as gifts except for resale or for use in a future productive process, (in which case the purpose would be business and professional), etc.
- *Transit.* This category focuses on stopping at a place without any specific purpose or reason other than being en route to another destination.
- *Other.* This category includes, for example, volunteer work (not included elsewhere), investigative work and migration possibilities; indulging in any other temporary non-remunerated activities not included elsewhere, etc.
Note: Visitors for transit should be included in the “other category”.
- *Business and professional.* This category is made up of the activities of the self-employed and employees as long as they do not engage in any gainful employment in the place visited, for example, investors, businessmen, etc. This category also includes, for example, attending meetings, participating in scientific or academic research, conferences or congresses, trade fairs and exhibitions; giving lectures, concerts, shows and plays; promoting, purchasing, selling or buying goods or services on behalf of non-resident producers of the place visited.

DURATION OF STAY

The duration of stay is measured in terms of nights, in case of overnight tourists, counting them since the day of departure to the day of arrival from the trip. To consider a trip as a tourism displacement, the number of overnights has to be less than 365. For same-day visitors, the duration of a trip should be less than 24 hours.

MEANS OF TRANSPORT

Mode of transport (or means of transport or transport mode or transport modality or form

of transport) is a term used to distinguish substantially different ways to move from one destination to another. The most dominant modes of transport are aviation, land transport, which includes rail, road and, water transport.

Major Attraction Sites

Cape Coast Castle	001
Elmina Castle	002
Kumasi Zoo	003
Accra Zoo	004
Agumatsa Resource Reserve	005
Shai Hills Resource Reserve	006
Aburi Botanic Gardens	007
Kakum National Park	008
Mole National Park	009
Ankasa Wildlife Resource Reserve	010
Dubois Centre	011
Assin Atandasu Resource Reserve	012
Gbele Wildlife Resource Reserve	013
Kumasi Manhyia Palace	014
Prempeh II Museum	015
Kwame Nkrumah Memorial Park	016
Ghana National Museum	017
Ankasa National Park	018
Kumasi Armed Forces Museum	019

Minor Attraction Sites

Bui national park	021
Bia national park	022
Kalakpa resource reserve	023
Digyae national park	024
Kogyae strict nature reserve	025
Nini-Suhien	026
Kyabobo national park	027
Owabi wildlife resource reserve	028
Others	029

Community-Based Eco-Tourism Sites

Amedzofe	031
LiateWote	032
Tafi-Atome Monkey Sanctuary	033
Xavi	034
Boabeng-Fiema Monkey Sanctuary	035
Tano Boase Sacred Grove	036
Tongo Hills	037

Paga Crocodile Pond	038
Wenchiau Hippo Sanctuary	039
Bobiri Forest and Butterfly Sanctuary	040
Bunso	041
Domama Rock Shrine	042
Tongo/Tengzug	043
Sirigu	044
Widnaba	045
Kintanpo Waterfalls	046
Lake Bosomtwe	047
Nzulezu	048
Others	049

2.0. CLASSIFICATION OF DOMESTIC AND OUTBOUND TOURISM EXPENDITURE

Visitor consumption expenditure is the basic component of total tourism demand. It is defined as the total consumption expenditure incurred by a visitor or on behalf of a visitor for and during his or her trip and stay at a destination. It is used for monitoring and assessing the impact of tourism on the national economy and on various sectors of the economy. The domestic and outbound tourism expenditure has been broken down into the following main categories:

1. Package travel, package holiday and package tours;
2. Accommodation;
3. Food and drinks;
4. Transport;
5. Recreation, culture and sporting activities;
6. Shopping;
7. Travel agencies, tour operation and other related services; and
8. Others.

2.1. PACKAGE TOUR

A package tour comprises a number of tourism products which are purchased by the visitor as a single entity. Such package usually comprises transport and accommodation, but may also include meals, coach tours, car hire, admission tickets to theatres or attractions or any other product of interest to a tourist/visitor.

Package tours may or may not include overnight stay, and may also involve a day trip which includes, for example, a tour plus meal and admission to an attraction.

2.2. ACCOMMODATION

Expenditure under item 2 above, “Accommodation”, should include:

- ❖ Expenditure on accommodation such as hotels and similar establishments.
- ❖ Cost for private accommodation.
- ❖ If a visitor’s second home is being used.
- ❖ Accommodation site expenses relating to mobile homes and mooring expenses for boats.
- ❖ Hire of caravan or mobile home.
- ❖ Cost of accommodation on public transport, where there is a separate charge for accommodation, that is, for transportation.

Note: If the price of a commercial accommodation includes breakfast as part of the tariff, irrespective of whether the meal is taken or not, the total cost will be considered as accommodation expenditure. But, where meals are charged for separately and included in the final bill, an estimate will be made of the extra cost and included in the cost of “Food and drinks”.

2.3 FOOD AND DRINKS

Item 3, “Food and drinks” is made up of the following expenditure on food and beverages incurred in restaurants, cafes, bars, and clubs:

Expenses on food and beverages in places of entertainment will be included if the main purpose of attending that place is to eat or drink;

If the main purpose is entertainment and the cost is included to food and drinks, the expenditure will be included in item 5, “recreation, culture and sporting activities”;

- Expenses on food and beverages incurred on a means of public transport, and expenditure on food and beverages incurred in accommodation establishments where expenditure can be separated from the charge for accommodation is accepted;
- Expenses on prepared or unprepared food and beverages at retail outlets for consumption off the premises.

This includes food and beverages purchased at supermarkets, grocery stores, market stands fast food take – away establishments, and other food outlets.

2.4. TRANSPORT

Expenditure on item 4, “transport” covers all travel expenses incurred during the visit, including:

- Travel to and from the visitor’s place of residence;
- Travel at the destination(s); and,

- Any travel undertaken from the destination(s), such as excursions.

Expenditure in this category includes:

- Fares and related charges on public and private means of transport, e.g., domestic airplanes, ships, trains, motor coaches and taxis;
- Fuel and other running costs of private transport incurred during the trip;
- Repairs to vehicles and purchase of parts during tourism visits;
- Transport vehicle hire expenses; and
- Parking expenses, tolls, airport taxes and similar charges.

(a) If meals are included in the fares, the full cost will be treated as transport expenditure. If meals are paid for separately their cost will be allocated to item 3, “food and drinks”.

(b) If sleeping accommodation is included in the fare for a public means of transport, the full cost will be treated as transport expenditure. If accommodation cost is separated from the transportation fare, the cost will be included in item 2, “accommodation”.

2.5. RECREATION, CULTURE AND SPORTING ACTIVITIES

Item 5 “recreation, culture and sporting activities” includes the expenditure of the following activities. These include:

- Admission fees to museums, parks of all types (e.g., amusement parks, theme parks, sports shows and events);
- Fees paid for using recreational and sports facilities and equipment;
- Entrance fees at entertainment establishments, such as night clubs, discotheques, theatres: expenses on food and beverages in places of entertainment will be included if the main purpose of attending that place is for entertainment; also, if the main purpose is to eat/drink and the expenses is inclusive of some entertainment, the cost will be included in item 3, “food and drinks”;
- Purchase, repair and maintenance costs of small recreational and sporting goods while on a trip;
- Fuel and other running costs for visitor’s own recreation and sporting equipment (excluding costs relating to transport);
- Fees paid, pre-trip and on trip, for instruction required to enable the visitor to undertake particular sporting and recreational activities while on the trip (e.g. skiing, diving); and,
- Expenditure on short excursion and hired guides (excluding transport expenses).

2.6. SHOPPING

Item 6, “shopping:” is made of expenditure on goods (but not services) for or during the trip, other than the following exclusions:

- Food and drinks, which are included in item 3, “food and drinks.
- Transport related items, which are included in item 4, “transport”
- Capital type investments or transactions engaged in by visitors, such as land, housing real estate and other important acquisitions such as cars, caravans, boats, and second homes, even if they will be used in the future for tourist travel purposes.
- Expenditure on works of art and on jewelry will be included or excluded in accordance with the following guidelines:
 - If purchased by or on behalf of a business (either for resale, investment or for decoration), then exclude;
 - If purchased solely for investment then exclude;
 - If purchased for personal use (of visitor or someone else), then include.
 - Purchases of duty free goods should be included in the item.

2.7. TRAVEL AGENCIES, TOUR OPERATION AND RELATED SERVICES

Expenditure incurred on travel, tour, transportation and accommodation, food, visits to museums, historical and cultural sites, and theatrical, musical or sporting events services to the general public and commercial clients.

2.8. OTHER

Item 7 “other” includes expenditure on only services (but not goods) for or during the trip:

- Currency exchange and travelers’ cheques, other taxes and charges which are not attributable to accommodation or transport;
- Travel insurance
- communication items like telephone calls and postage;
- Commissions and fees paid to businesses for travel-related services. Development and/or printing of films, and
- Personal services such as haircut
- Utting, saunas, massages, beauty care, dry cleaning etc.

2.9 EXCLUSION FROM DOMESTIC TOURISM EXPENDITURE

The following types of expenditure are excluded from domestic tourism expenditure:

- Capital type investments, e.g. land, housing, cars, caravans, boats, second homes, etc;
- Cash given to host relatives or friends during holiday trips which does not represent payment of tourism goods or services;
- Donations made to institutions;

- Purchases for commercial purposes, e.g. for resale, investment or other business use, etc; and
- In case of a vacation home, the day to day running expenses, e.g. property tax; expenditure on major improvements, etc.

Note that estimating the expenditure of tourism goods and services with a respondent will not be an easy task but the interviewer should be tactful in assisting him/her to set reliable estimates.

EXPENDITURE OF DOMESTIC OVERNIGHT TOURISTS, DOMESTIC SAME-DAY VISITORS, OUTBOUND OVERNIGHT TOURISTS AND OUTBOUND SAME-DAY VISITORS

NB: These questions are intended to cover all the expenditures made by the respondent, and his/her household members travelling with him or her if any. Sometimes the respondent has difficulty in remembering expenditure made for the past twelve (12) months before the interview date. In that case, ask the respondent to give you approximate figures. For example, you can ask about the number of trips made in the past twelve (12) months and the expenditure made on each one of them.

Expenditure on Domestic Tourists and Domestic Same-day Visitors in Ghana

NOTE: Ask Domestic Tourists

Q1 to Q9a and Domestic Same-day Visitors: Q2=Q10 to Q9a=Q17a

Question 1: This question is interested in the amount of money spent on accommodation by (NAME) for tourism trips made in Ghana in the past 12 months: the use of hotels or other accommodation units and other services for a short time.

Question 2: Finds out the amount of money spent on food and beverages. Expenditure on food and beverages purchased during the trip(s) in Ghana for the past 12 months.

Question 3: Asks for the amount of money spent on domestic air transport and local transport. This implies total costs incurred on transportation in the past 12 months for tourism trip(s). It includes costs of transport on taxi, bus, train, etc. including rented car fees.

Question 4: Interested in the total expenditure on sports and recreational activities. This applies to, for instance, gate fees, sporting equipment purchased for the trip(s) and any other expenditure incurred in relation to sports and recreational activities.

Question 5: This question is interested in the amount of money spent on shopping (personal items for use and /or as gifts), e.g. purchase of souvenir, money spent on gifts, etc.

Question 6: is to elicit for the expenditure on visiting museums, monuments, archives, galleries, natural sites, as well as costs on attending musical concert, dance band, drama, etc.

Question 7: Asks for the amount of money spent on fuel bought for tourism purposes by especially private vehicle owners in the past 12 months.

Question 8: is interested in the expenditure incurred on travel and tourism related services rendered to tourists or visitors on behalf of suppliers such as air tickets, car rentals, hotels, package tours, admission to entertainment activities, etc.in the past 12 months.

Question 9: Asks for the amount of money spent on other services (but not goods) (examples of other services include hairdo, haircut, and money transfer charges (MTN, TIGO, etc)) incurred during tourism trips in Ghana in the past 12 months.

Question 9a: refers to pre-trip expenditure by **domestic visitors** on goods and services. In other words, total expenditure of goods and services incurred before the trip(s), e.g. Cost of funeral cloth or attire, underwear, pepsodent, a pair of trousers, travelling bag, hair- do, haircut, etc.)

Expenditure on Outbound Tourists and Outbound Same-day Visitors

NOTE: Ask Outbound Tourists: Q18to Q26a; Outbound Same-day Visitors: Q19=Q27 to Q26a=Q35

Question 18: This question is interested in the amount of money spent on accommodation by (NAME) for tourism trips made outside Ghana in the past 12 months: the use of hotels, or other accommodation units, and other services for a short period.

Question 19: Finds out the amount of money spent on food and beverages. Expenditure on food and beverages purchased during the trip(s) outside Ghana for the past 12 months.

Question 20: Asks for the amount of money spent on international air transport and local transport. This implies total costs incurred on transportation in the past 12 months for tourism trip(s) outside Ghana. It includes costs of transport on taxi, bus, train, etc. including rented car fees.

Question 21: Interested in the total expenditure on sports and recreational activities. This applies to, for instance, gate fees, sporting equipment purchased for the trip(s) and any other expenditure incurred in relation to sports and recreational activities outside Ghana.

Question 22: This question is interested in the amount of money spent on shopping (personal items for use and /or as gifts) e.g. purchase of souvenir, purchase of items as gifts, etc, outside Ghana.

Question 23: is the expenditure on visiting museums, monuments, archives, galleries, natural sites, as well as costs on attending musical concert, dance band, drama, etc, outside Ghana.

Question 24: Asks for the amount of money spent on fuel bought for tourism purposes by especially private vehicle owners in the past 12 months outside Ghana.

Question 25: is interested in the expenditure incurred on travel and tourism related services

rendered to tourists or visitors on behalf of suppliers such as air tickets, car rentals, hotels, package tours, and admission to entertainment activities, etc.in the past 12 months.

Question 26: Asks for the amount of money spent on other services (but not goods) (examples of other services include hairdo, haircut, and money transfer charges (MTN, TIGO, etc)) incurred during tourism trips in Ghana in the past 12 months.

Question 26a: refers to pre-trip expenditure by **outbound visitors** on goods and services. In other words, total expenditure of goods and services incurred before the trip(s), e.g. Cost of funeral cloth or attire, underwear, pepsodent, a pair of trousers, travelling bag, hair- do, haircut, etc.)

SECTION 5C: ICT FOR AGE 12 YEARS+

ICT is an umbrella term that includes any communication device or application encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them such as video conferencing and distance learning.

It has become important tool in today's knowledge-based information society and economy. This role of ICT in an emerging economy such as Ghana's, has been widely recognized at various levels. The recognition is reflected in actions such as the development and deployment of a national ICT infrastructure, institutional and regulatory framework for managing the sector, promoting the use of ICT in all sectors of the economy, implementing e-governance in all government institutions and the construction of a National Data Centre as well as Regional Innovation Centre.

NOTE THAT QUESTIONS ON ICT ARE POSED TO INDIVIDUALS AND NOT HOUSEHOLD

Question 1: NOTE THAT MULTIPLE RESPONSES ARE ALLOWED. The purpose of this question is to collect data on the number of persons aged 12 years and over who own computers (Laptop, Desktop or Tablet or similar). Exclude Tablets which are GSM compatible (Global System for Mobile Communication – Tablets that uses SIM cards). Only the number of persons (male / female) who own a computer is required and NOT the number of computers owned by each person. If a respondent owns a laptop, write 'A' in the cell corresponding to that respondent.

NOTE:

A laptop or notebook computer is a portable fully functional PC or Mac that comes with an attached keyboard and runs full versions of the Windows or OS operating system. These devices can be used on or offline. They may or may not offer a touchscreen.



Laptop

A tablet is a device that functions using a touch screen. You may have the option to attach a keyboard, but a keyboard generally won't come with the tablet. The most popular operating systems for tablets are Android and iOS. A Nexus, Kindle Fire and Nook Color are all different kinds of Android tablets.



Tablet

Question 2: The emphasis here is on the use of Laptop, Desktop or Tablet (Tablet exclude GSM compatible ones) or similar from any location in the past three months and **NOT OWNERSHIP** as in Question 1. The use of an item does not necessarily mean you own it. Take note of the reference period, the **PAST THREE MONTHS**.

Question 3: The purpose of this question is to collect data on the number of persons aged 12 years and over who own mobile phones. Only the number of persons (male / female) who own mobile phones (Include GSM Compatible Tablets – Tablets that can be used for voice calls) is required and **NOT** the number of mobile phones owned by each person. If a respondent owns a mobile phone, write '1' in the cell corresponding to that respondent.

Question 4: The emphasis here is on the use of a mobile telephone in the past three months and **NOT OWNERSHIP** as in Question 3. The use of an item does not necessarily mean you own it. Take note of the reference period, the **PAST THREE MONTHS**.

Question 4a: The emphasis here is on the access (available to use mobile phone or computer). Access to an item does not necessarily mean you own or use it.

Question 5: Indicate the number of functional mobile phones NAME owns since the past three months. Functional means working or in good condition and is being used. If a respondent has five phones and only two are being used since the past three months, it means he has only two functional phones.

Question 6: NOTE THAT MULTIPLE RESPONSES ARE ALLOWED. The question wants to find which mobile cellular networks an individual subscribed to in the past three months. If the respondent subscribed to Tigo, MTN and Airtel in the past three months, record 'B', 'C' and 'E' in the cell corresponding to that respondent.

Question 7: NOTE THAT MULTIPLE RESPONSES ARE ALLOWED. Here, the question is only interested in data service providers a respondent subscribed to. This means that the

respondent only subscribed to data which is used for internet and other purposes. Indicate the various data service providers.

Question 8: For those who subscribed to internet data, indicate the location from which they used it in the past three months.

Question 9: NOTE THAT MULTIPLE RESPONSES ARE ALLOWED. For those who answered 'No' in Question 8, ask why they did not use the internet facility in the past 3 months

1. Do not need the internet (not useful, not interesting): One does need it for any purpose
2. Do not know how to use it: No knowledge of use of the internet
3. Cost of internet use is too high (Service charges, etc.): Expense to use due to high service charges
4. Privacy or security concerns: People can hack into your system and monitor whatever you do on the internet and this, makes it insecure and confidential
5. Internet service is not available in the area: There is no internet access in some communities in Ghana
6. Cultural reasons (e.g. Exposure to harmful content): Some sites are full of harmful contents such as pornography, and so on
7. Don't know what is internet: Don't have any idea about the internet, what it is and what it is used for
8. Lack of local content: Some sites are full of foreign articles and nothing about local issues.

Question 10: Indicate if the respondent uses any of the e-commerce applications to transact business (buy or sell)

Question 11: Indicate if the respondent has any skills in ICT. Skills means: *being able to use the computer, the internet and so on to some extent*. If response is NO then skip to Section 6.

Question 12: NOTE THAT MULTIPLE RESPONSES ARE ALLOWED. Indicate as many computer-related activities as possible that the respondent has carried out in the past 3 months.

**SECTION 7
HOUSING**

SECTION 8

AGRICULTURE

Purpose

The purpose of this section is to collect data on household's agricultural activities. It covers agricultural assets such as land, livestock and equipment. Furthermore, it provides data on agricultural production, technology, and processing, marketing, income and consumption patterns.

Respondent

The respondent is the head of the household or the individual holders as identified in section 6 of module A.

Definition of Concepts

Payment-in-Kind: Any form of payment received which is not made in cash is termed as payment in kind. This can be in the form of foodstuffs, cooked food, drinks, clothing, accommodation, services, etc. The value of any payments in-kind must be estimated and recorded appropriately.

Short Lease: The transfer of land for only a short period of time, for example, 10, 30 or 50 years should be regarded as short **lease**.

Long Lease: This refers to the transfer of land for a period more than 50 years but which is less than 99 years. The transfer of land or lease beyond 99 years should be regarded as the outright sale of the land.

Holder: This refers to someone who is operating/owns the farm. **Note** that this person may or may not be the owner of the land.

PART A: AGRICULTURAL ASSETS; LAND, LIVESTOCK AND EQUIPMENT

List the names of all household members (including their household ID number) holding farms as identified in section 6 of module A questionnaire.

Questions 1 & 2: The land referred to in this section refers to all land owned by the household for agricultural purposes. If any member of the household owns agricultural land, choose code 1 and skip to question 3. If no member of the household owns agricultural land, choose code 2 and ask if any member of the household owned any agricultural land in the past 12 months.

Question 3: For households that indicated that they own agricultural land in question 1, record the total quantity (parcel) of land owned by them. You should record the local units given by

respondents. For example local farmers may use poles, ropes or acres. If the household owns three acres of agricultural land, record 3 in the area column, and 1 in the unit column.

Question 4: Refers to land purchased in the past 12 months. Record yes if the household had purchased any agricultural land in the past twelve months.

Question 5: Ask for the price/value of the land that was purchased in the past twelve months. Include any in-kind payment.

Question 6: Refers to land purchased in the two years preceding the past 12 months. If you were conducting the interview in October 2016, question 6 will then be asking of any land purchased between September 2013 and October 2015.

Questions 8 - 9: You should note that the transfer of land for only a short period of time (lease) is not equivalent to the sale of land. If the household says they sold any land in the past twelve months in question 8, recode the value in question 9.

Question 10 -11: This set of questions refers to land that the household has sold in the two years before the past twelve months.

Questions 12-14: Land rented out refers to land that has been given out for which periodic payments are received as well as land that has been leased out. You should record only those pieces of land rented out for which payment(s) have been received during the past 12 months. For example if land has been leased for ten (10) years and the amount was received in bulk during the past 12 month period, then the whole amount must be recorded. The cedi equivalent of foreign currencies should be recorded.

Questions 15-18: Share cropping is a system of sharing the produce of a farm between the landlord-farmer and the tenant farmer for a period of time. For instance, in Ghana we have the 'abunu' and 'abusa'. With the 'abunu' system, the landlord-farmer and the tenant farmer share the produce of the farm equally while with the 'Abusa' system the tenant farmer is entitled to one part and the landlord-farmer, two parts of the produce.

Another variation of the 'abusa' involves both the tenant farmer and the landlord-farmer each taking one part of the produce (in money value). The third part is used in maintaining or developing the land or farm.

Livestock/Fishing/Poultry:

Questions 20-30: Concern livestock owned or fish farming activities undertaken in the past twelve months. The list of livestock is given in the table under question 19. Draught animals refer to animals used for the pulling of loads. These include bulls or bullocks used for ploughing. Such bulls/bullocks must therefore be excluded from the number of cattle owned by the household to avoid duplication (double counting) between "draught animals" and "cattle". For questions 21, 24, and 27 for fish and snail, record quantity in the left column and unit code in the right column. The unit codes are listed on the right side of the page.

Note: For fish farming, if there has not been any harvest at the time of interview, record zero for Q21 and Q22.

Examples of other poultry are ducks, guinea fowl, turkey, ostrich, etc.

Examples of other livestock are; guinea pig, grass cutter, etc.

Examples of 'other' as in item 24 are tortoise or any other livestock or poultry reared but which has not been listed or captured.

Question 26: Livestock/fish bought refers to those animals bought for raising and not those intended for the preparation of meals. This question wants to capture livestock meant for investment/reproduction.

Question 29: Renting of animal is restricted to draught animals only. Animals rented for other purposes like mating are not to be recorded.

Agricultural Equipment

Ask question 32 for all types of equipment listed and record the appropriate code. For the purpose of valuing the assets, the sequence of questions must be followed.

Record the household ID of the owner of the assets in question 32a. If a particular asset is owned by more than one individual, record the ID numbers of all owners of that particular asset. A maximum of three owners are allowed for any particular asset. If there happens to be a joint ownership for any particular asset, ask for the person that has the right to sell the asset and record his/her ID.

PART B: FARM DETAILS

At this stage, you should try and interview the various holders in the household separately. The names of these household members have already been recorded in Section 6. Record the holder's ID in column 1 and the ID of the person interviewed in column 2. If you interview the holder him/herself, repeat his/her ID in column 2.

Listing of farm: The interviewer must list all the farms for each holder. When the first holder's ID is recorded, all farms owned or operated by him must be listed before going on to the second holder.

For each holder, land that were cultivated twelve (12) months ago must be recorded first, followed by those planted during the year and finally land owned but which have remained fallow for the 12 months preceding the interview.

Land rented out/share cropped refers to land owned by members of the household but which has been rented or given for sharecropping to people outside the household. These are to be excluded from the list of farms.

Question 5: 'Land Title Deed' refers to a written or printed and signed document that is an official record of an agreement concerning the ownership of land or plot.

Question 6: Refers to the right on the part of the household to either sell the farm or use it as a collateral security. To use farm as a collateral security means to promise giving it to a person or institution if one is unable to repay a loan obtained from that person or institution.

Question 7: Record the value of the farm (including all un-harvested crops) as estimated by the farmer.

Question 9: This question is for persons who indicated in question 8 that they rented their land for cash or in kind. Record cedi equivalent of cash paid in foreign currency. Also, amount paid 'in kind' must be estimated and added to the amount paid in cash.

Question 12: All crops growing on the farm must be listed. The codes for the various crops are provided, at the right side of the page.

Wood lots listed among crop list (code 40) refers to wood purposely planted and harvested for sale, and used for building, fire wood, etc.

Question 13: The seasons refer to the separate periods for the cultivation of the particular crop. Ghana experiences two major farming seasons and a number of crops are planted during these seasons. If there is only one season, record this information in the first column and put 99 in the second.

PART C: HARVEST AND DISPOSAL OF CROPS

This part is divided into two. The first covers grains, field crops such as legumes (e.g. beans and peas) and cash crops (e.g. cocoa and coffee). These are crops which are harvested in bulk and for which the holder may be expected to have a relatively good idea of how much was harvested and sold during the past 12 months.

The second part covers root crops (e.g. cassava & yams), fruit and vegetables. Their harvests tend to be spread more evenly over the year than the first group of crops and are usually harvested piecemeal. For these crops the respondent may not be able to give reliable estimates of production over the 12-month period, hence the question "was any harvested during the past 2 weeks?" However, if some of these crops are not harvested piece-meal but the whole farm at a time, they should be added to the first group (refer to crop lists C1, and C2).

Question 2: This question must be asked of all holders one after the other. You should read the names of the crops from the crop list. All crops under the responsibility of one household member/holder must be listed before moving on to the next household member/holder.

Question 6: Ask the respondent to tell how the harvested crop was sold. Market trader refers to a trader who buys from the farmer at the market and then resells or retails it to the consumer/public.

Question 12: This question refers to the size of the farm for the harvested crop. Indicate the size of the farm for each harvested crop.

Question 17: Record the number of persons (labourers) that were hired to work on the farm.

Question 17i: Record the total cost of producing the crop. Let the holder specify the time unit for the given cost.

Question 23: If not share cropped, write 99 for number of units and 99 for unit code.

Units of Measurement are whatever unit the holders normally use. The codes for the various units of measurement are provided on page 8.1 of the questionnaire.

PART D: SEASONALITY OF SALES AND PURCHASES (KEY STAPLES ONLY)

The respondent for this part is the main holder because the market avenues and seasonality of sales and purchases are expected to be most common among holders of the household.

Questions 1-4: You should enter '1' in the cells corresponding to the months in which harvest, sales and purchases have taken place. Record 2 in the months where no activity was done.

PART E: OTHER AGRICULTURAL INCOME (IN CASH AND IN KIND)

You should help respondents to estimate the income obtained from other agricultural activities such as hunting and wild snails gathering. Only items actually sold should be taken into consideration. Note should be taken of the fact that income from these activities should not constitute the main/major source of income of the household. The amount should be recorded in Ghana cedis.

Question 2: Sales from honey include those generated from what is collected from the woods as well as from constructed bee hives.

Question 3: Examples of berries are; akukor, yoryi, shorn.

Question 5: Example of other dairy products includes fried/hardened cow milk.

PART F: AGRICULTURAL COSTS AND EXPENSES

Crop Costs are costs associated with land preparation, cultivation and harvesting of crops.

Organic Fertiliser: Manufactured type.

Inorganic Fertiliser: Manure, animal droppings, etc.

Question 2: Amount spent in kind must be estimated and added to the amount spent in cash.

Question 3: All sources related to the Ministry of Food and Agriculture, such as Cocoa Services Division, Crop Extension Services, etc should be coded under the Ministry of Food and Agriculture. Private sector refers to the open market.

NGOs refer to Non-Governmental Organizations like Global 2000, FAO, DFID, USAID, World Vision International, etc.

Livestock Costs: Code 52 includes cost of veterinary services as well as the cost of vaccines and other drugs.

PART G: PROCESSING OF AGRICULTURAL PRODUCE

Processing Costs are costs associated with processing or transforming of crops or fish caught and other agricultural products.

Copy the names and ID numbers of persons responsible for the processing from Module A section 6, question number 6. Indicate the ID number of person responsible in column 1 and the ID number of the person interviewed in column 2.

Question 3: The codes for processed/transformed goods are listed on the bottom of the page.

Question 7: You must estimate the cost of all unpaid labour, including that of the person responsible.

Question 9: This refers to non-labour cost and should not be included in the one reported in question 7.

PART H: CONSUMPTION OF OWN PRODUCE

The respondent is the household member who is mainly responsible for preparing food for the household. This part relates to consumption of food items, which were produced by members of the household. You should ensure that only **own produced** items are included in this category.

Questions in this part are administered from the second visit of the interviewer to the household. The date for each visit must be indicated at the top of the page according to the visit.

Question 2: You must find out all the months in the year in which the own produced item was consumed. All these months must be added up and the total number of months in which the item was consumed recorded. For example, if the item was consumed in January, July and October, "3" should be recorded as the answer.

Questions 3-8: A question each from question 3 to 8 is asked for each visit

NOTE: Part H is to be administered on every visit except the first. Accept any unit reported by the respondent.

Other oils: palm oil, palm kernel oil, groundnut oil.

Processed fish: dried, smoked, putrid, salted, and fried

Cowpeas: all beans/red beans.

Other fruits: guava, alansa.

Other vegetables: cucumbers.

Leafy vegetables: borkorborkor, kontomire, alefu, bitter leaf.

SECTION 9:

HOUSEHOLD EXPENDITURE (FOOD AND NON-FOOD EXPENSES)

Section 9 is segmented into Part A (Less Frequently Purchased Items and Part B (Frequently Purchased Items)

Please note that *questions* on frequently purchased items will be asked per visit while *questions* on less frequently purchased items will be asked once. The two categories have been clearly marked in the questionnaire.

PART A: NON-FOOD EXPENSES (LESS FREQUENTLY PURCHASED ITEMS)

Responses for these items will be solicited only once during the last visit to the household (see COMPLETING THE QUESTIONNAIRE). Since expenditure on these items do not take place frequently, the reference period for the amount spent on any of these items will be "... in the last 12 months".

Question 1: Is aimed at identifying the items on which the household spent money in the last 12 months. If the household did not spend on the particular item (Option "No" i.e. Code 2), skip to question 3.

Question 1a: For each of the items purchased by the household, indicate the quantity.

Question 2: Is aimed at identifying the total amount of money spent on the item in the last 12 months (including carriage costs). Record the total amount in Ghana Cedi, if not state the unit in the corresponding space provided.

Question 3: Is aimed at identifying the quantity and unit of items the household consumed from its own output or received as a gift in the last 12 months.

Question 4: Is aimed at identifying the total estimated value of less frequently purchased item that the household has consumed out of its own output, gift received or philanthropic consumption.

PART B: FOOD EXPENSES (FREQUENTLY PURCHASED ITEMS)

Questions 1-6: Solicit expenditure on food and non-food items which are purchased more frequently. Responses for this part will be solicited during all visits with the exception of the first visit (Question). In other words, it will be administered 10 times in all. In your second visit you will

ask for how much was spent by the household since the last 3 days, starting from the day of your first visit.

For your next visits (Question 2-6), you will ask for how much was spent by the household since your last visit. In all EAs the diary of household expenditure will be used. You must however, ask for expenditures on your second visit in order to capture the three days prior to your second visit. If the household did not spend anything on the particular item, skip to the next item.

Note that this list is expanded in the CAPI to take care of all items

MAJOR CLASSIFICATION OF CONSUMER ITEMS (GOODS)

This segment of Part B is aimed at guiding both respondent and interviewer on the major classification (divisions) of consumer goods.

Divisions 01 to 12

The COICOP classifies all expenditures into 12 divisions. It is important that the classification be followed to ensure that data is collected systematically and correctly. The classifications and divisions have been explained in the text below.

Note: These consumer items make up the CPI basket (400)

Notes On Divisions

01. Food and Non-Alcoholic Beverages

The food products classified here are those purchased for consumption at home. The group thus excludes food products normally sold for immediate consumption, by hotels, restaurants, cafés, etc.

02. Alcoholic Beverages, Tobacco and Narcotics

The alcoholic beverages classified here are those generally purchased for consumption at home. The group thus excludes alcoholic beverages normally sold for immediate consumption, by hotels, restaurants, cafés, etc.

03. Clothing and Footwear

Fabrics of natural fibres, of man-made fibres and of mixture of natural and man-made fibres. All footwear for men, women, children (3 to 13 years) and infants (0 to 2 years), including sports footwear suitable for everyday or leisure wear (shoes for jogging, cross-training, tennis, basketball, boating, etc.) and Repair of footwear, including shoe cleaning services and second hand clothing and footwear.

04. Housing, Water, Electricity, Gas and Other Fuels

House Rent in all forms. This also includes payment for the use of a garage to provide parking in connection with the dwelling. Refuse collection and disposal. Sewerage collections and disposals. Water and electricity supply: Reading of meters, Pre-paid meters, Natural gas, firewood, charcoal,

and the like. Ice used for cooling and refrigeration purposes.

05. Furnishings, Household Equipment and Routine Maintenance of the House

Beds, sofas, tables, chairs, cupboards, chests of drawers and bookshelves; lighting equipment such as ceiling lights, standard lamps, globe lights and bedside lamps; Refrigerators, freezers, clothes, washing machines, clothes drying machines, dish washing machines and ironing and pressing machines. Cookers, spit roasters, hobs, ranges, ovens and micro-wave ovens; air conditioners, water heaters, ventilators, vacuum cleaners, steam-cleaning machines, carpet shampooing machines.

06. Health

The group covers medicines, medical appliances and equipment and other health-related products purchased by individuals, either with or without a prescription, usually from dispensing chemists, pharmacists or medical equipment suppliers. Such products supplied directly to outpatients by medical, dental and paramedical practitioners or to in-patients.

07. Transport

The purchase of brand new and second-hand vehicles-Motor cars, passenger vans, estate car and the like with either two-wheel drive or four-wheel drive. Motor cycles of all types, scooters and powered bicycles. Tyres (**new, used or retreated**), inner tubes, spark plugs, batteries, shock absorbers, filters, pumps and other spare parts or accessories for personal transport equipment: Petrol and other fuels such as diesel: liquid petroleum gas for cars. Services such as maintenance and repair of transport equipment, fitting of parts and accessories, wheel balancing, technical inspection, breakdown services, oil changes, greasing and washing

08. Communications

Payments for the delivery of letters, postcards and parcels. Purchases of new postage stamps, bankers drafts, postcards. Purchases of telephones, radio-telephones, telefax machines, telephone-answering machines and telephone loudspeakers; repair of such equipment. Telephone calls from a private or public line. Telegraphy, telex and telefax services.

09. Recreation and Culture

Radio sets, car radios, radio clocks, two-way radios and amateur radio receivers and transmitters; television sets, video-cassette players and recorders, television aerials of all types; turntables, tuners, amplifiers, speakers, etc., microphones and earphones. Still cameras, movie cameras and sound-recording cameras, video cameras and camcorders, cost of development and printing of film, enlargements and film processing equipment, and accessories. Personal computers, printers, software and miscellaneous accessories accompanying them; calculators, musical instruments, pianos, organs, horses and ponies. Card games, chess sets and the like; natural or artificial flowers and foliage, plants, shrubs, bulbs, tubers, seeds, fertilizers, composts for gardens, Pets, pet foods, veterinary services: dictionaries, encyclopaedias and text books. Newspapers, magazines and other periodicals. Writings pads, envelopes, account books, notebooks, diaries, etc.; pens, pencils, fountain pens, ball-point pens, felt-tip pens, inks, ink erasers, rubbers, etc

10. Education

Covers educational services only. Pre-primary and primary education: Secondary education:

Tertiary education: Education not definable by level. Do not include expenditures on educational materials, such as books and stationary, or on ancillary educational services, such as health care services (06), transport services, catering and accommodation.

11. Hotels, Cafes and Restaurants

Catering services (meals, drinks and refreshments) provided by cafés, restaurants, buffets, bars, tea-rooms, etc. Catering services of works canteens, office canteens and canteens in schools, universities and other educational establishments. Accommodation services in hotels, boarding schools, motels and inns; accommodation services of holiday villages and holiday centres, camping and youth hostels.

12. Miscellaneous Goods and Services

Services of hairdressing salons, barbers, beauty shops: manicures, hair-making etc. Electric razors and hair trimmers, hand held and hood hair dryers, curling tongs and styling combs, electric tooth brushes. □ on-electrical appliances: razors, blades, scissors, nail files, combs, shaving brushes, hairbrushes, toothbrushes, nail brushes, hairpins, medicinal soap, cleansing oil and milk, shaving soap, shaving cream and foam, toothpaste, etc.; Beauty products: perfumes and deodorants, lipstick, nail varnish, make-up and make-up and bath products.

Precious stones, jewellery, including costume jewellery, tie and tie-pins; clocks, watches, stop-clocks, alarm clocks and repair of such articles.

Articles for smokers: pipes, lighters.

Assistance and support services provided to parents, guardians, families and children. Counselling, guidance, arbitration and adoption services

Type of insurance, namely: life insurance and non-life insurance: insurance in connection with the dwelling, health, transport, etc. Charges for services such as the taking of deposits and the making of loans, Bank charges etc

Fees for legal services, employment agencies, etc. charges for undertaking or giving in funeral services and churches, Payment for the services of property managers and house agents, Payment for photocopies and other reproductions of documents; fees for the issue of birth, marriage or death certificates; payment for newspaper notices and advertisements etc.

SECTION 10

NON-FARM HOUSEHOLD ENTERPRISES (NFHE)

Purpose

This section is designed to obtain information on income for the household from production activities organised directly by the household in particular from Non-Farm Household Enterprises (NFHE). It is also aimed at identifying which household members are responsible for each non-farm household enterprise in terms of decision making and the allocation of income the enterprise generates. To accomplish these aims, it is important to list (and obtain data on) all NFHE that are currently operating and those that may be currently non-operational, but were operating sometime in the past 12 months. This is to help estimate production and employment in the household sector.

Respondent

This section concerns household members who own non-farm enterprises in the household (Proprietors/Proprietress). You should endeavour to find each household member responsible for each enterprise.

Definitions

Household enterprise

Household enterprises are **market enterprises** operated or managed from within the household for the purpose of producing goods or services for sale or barter on the market. A non-farm household enterprise is a household enterprise that focuses on all production of goods and services apart from farming (including crops, animal, fishing, forestry and logging)

A household non-farm enterprise has any of the following features:

1. Operates from a structure used primarily for residential activities or for both residential and business activities.
2. Operates in open spaces such as selling on “tabletop” etc.
3. Mobile businesses such as hawkers, peddlers, taxi / trotro business operated/managed by the household from residential premises, selling using wheel barrow or trucks, selling in mobile vans, etc.
4. The enterprise share utilities or fixed assets with the household which use it for residential activities

Enterprise

Enterprise refers to an institutional unit engaged in production (e.g. in food, clothes or various articles), professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc) or offering services (hairdressing, retailing/sales) for payment in cash or in kind.

Institutional unit

An institutional unit may be defined as an economic entity that is capable in its own right, of owning assets, incurring liabilities, engaging in economic activities and in transactions with other entities.

Principal Activity

The principal activity of a household enterprise is the activity whose contribution to income or profit exceeds that of any other activity carried out within the same enterprise, and must be suitable for delivery outside the enterprise. The classification of the principal activity is determined by reference to ISIC

An example

Mr. Mensah is a carpenter who makes tables and chairs and also sells second-hand clothes at his carpentry shop. This is one enterprise engaging in two activities. Ask the respondent which of the activities brings the greatest income to the enterprise. If it is the carpentry activity, we give the principal activity as Manufacture of furniture and code 3100.

Secondary Activities

A secondary activity is an activity carried out within a single enterprise in addition to the principal activity and whose output, like that of the principal activity, must be suitable for delivery outside the enterprise. The value added of a secondary activity must be less than that of the principal activity. The output of the secondary activity is a secondary product. In reference to the above example, the secondary activity would be sale of second hand clothing

Working proprietors

These are owners of enterprises who are actively engaged in the management of the enterprise and are not paid a salary or wage but may regularly withdraw money.

In-kind payments

These are payments made in the form of goods and services. Examples of in-kind services are: free or subsidised medical expenses, free or subsidised transport, meals provided for free, free or subsidised housing and the enterprise's products given to employees free or at reduced prices.

Finished goods

All goods made by the enterprise which are ready for sale or transfer at the end of the production

year.

Work-in-progress

This refers to the value of all materials which have been partially processed by the enterprise, but which are not usually sold, transferred or turned over to another enterprise without further processing.

Goods for resale

These include goods and materials to be sold in the same condition as purchased and stock of materials and supplies to be resold without further processing which were not originally purchased for that purpose.

Property income

This is the income receivable by the owner of a financial asset (savings, loans) or a tangible non-produced asset (e.g. land) in return for providing funds to, or putting the tangible non-produced asset at the disposal of, another institutional units.

Interest

Interest is the amount that the debtor becomes liable to pay to the creditor over a given period of time without reducing the amount of principal outstanding or vice-versa

Dividend

This is the income receivable by the owner of shares in a corporation.

INSTRUCTION

All the questions in this section (i.e. for parts A - J) should be completed for each enterprise before going to the next.

PART A: BASIC CHARACTERISTICS OF NON-FARM ENTERPRISE

Questions 1, 2 & 3: would be completed by the supervisor in advance of the interview, based on the responses obtained from section 6 (questions 9 & 10). In question 4, record the ID of the person actually interviewed for each enterprise. However, you should endeavour to interview the person responsible for each enterprise (see question 2) to give the answer.

Question 5: The classification of activities is very important in this section. This classification is used as basis for compilation of Gross Domestic Product (GDP) by kind of activity. Whatever answers the respondent gives record only the activity name (preparation of palm oil) and corresponding ISIC code.

Selecting a Principal Activity

An example

Mr. Mensah is a carpenter who makes tables and chairs and also sells second-hand clothes at his carpentry shop. This is one enterprise engaging in two activities. Ask the respondent which of the activities brings the greatest income to the enterprise. If it is the carpentry activity, we give the principal activity as Manufacture of furniture and code 3100.

Question 7: Record number of years and months that the enterprise has actively been operating. If the enterprise operated for less than a year, record 00 years and the number of months of operation (remove the inactive years)

Question 8: If the enterprise has been in operation for less than a month, record 00.

Question 10: If the respondent cannot give the answer in percentages, (a quarter, etc) you should convert the answer into percentages .e.g. half = 50%, a third = 33%, a quarter = 25%, one fifth = 20% etc.

Question 12: Technical know-how is ability to do something using the needed skills

Question 13& 14: These questions seek to find out the source and nature of capital (either monetary or non-monetary) in setting up the establishment. For 'Other' code 96 and specify the source.

Question 15: This question relates to only Bank financial institutions. A financial institution is an establishment that conducts financial transactions such as investments, loans and deposits. Almost everyone deals with financial institutions on a regular basis. Everything from depositing money to taking out loans and exchanging currencies must be done through financial institutions. Examples are the Commercial Banks, Investment Banks, Insurance companies, brokerages, investments companies, Unit Investment Trust etc.

Question 16: This question seeks to find out the main source of credit from both financial and non-bank financial institution. The non-bank financial institutions are not technically banks but provide some of the same services as banks. Examples are savings & loans, credit unions etc. 'Co-operative' refers to co-operative societies, unions and trade groups e.g. Bakers Association, Dressmakers Association

Question 18: Depending on the source and the terms of negotiating the loan, the borrower may have to make repayment both in cash and in kind.

You should record the total value of such payment(s) made with respect to the loan(s). In other words, value the in-kind payment(s) and add that to the cash payment to obtain the total.

PART B: EMPLOYMENT

Question 1: 'During the last 12 months, how many persons have usually worked in this enterprise include apprentices, labourers and those working for wages or salaries. The household member responsible for the enterprise must be excluded, but all other usual workers are included. Note that the number of persons "usually working" in the enterprise is not the same as those who "spend most of their time there". E.g. a public servant with a shop may work there every night (a usual worker) but most of his time will be in the government job.

Question 2: You are required to record the number of persons engaged at the time of interview. The number of persons engaged is made up of employees and unpaid workers. Employees are all persons working for and paid by the establishment. They INCLUDE all such persons whether

working full-time or part-time. They also include all employees on sick leave, paid vacations or holidays. Unpaid workers include the working proprietor (owner), apprentices or learners and contributing family workers.

Questions 3-12: In Q3-Q12 you are required to find out the number of workers in each category. Please make sure that:

Q 6, Q7, Q8 and Q9 sum up to Q 2 for each category;
Q 10 and Q 11 sum up to Q 2 for each category; and
Q 12 and Q 13 sum up to Q 2 for each category.

Remember that any person engaged belong to one and only one category. Where an apprentice is also a contributing family worker, let the respondent decide which one category the person fits best.

Question 5: The ID of two household members - This excludes persons responsible. Code 00 if there are no household members engaged i.e. if Q2 is 0 Q5 must be 00.

Question 9: Contributing family worker: This person helps out in an enterprise without regular pay (farm or non-farm) owned by a family member who lives in the same household. The person is not a partner in the business.

Q12. Skill is a measure of the amount of worker's expertise, specialization, wages, and supervisory capacity. Skilled workers are generally more trained, higher paid, and have more responsibilities than unskilled workers.

Question 14: 'Formal Wage Contracts' refers to any written document or verbal/ oral arrangement outlining the terms of employment, e.g. appointment letter.

Question 15: Seeks to find out whether any of the workers receive paid/sick leave.

PART C: WAGE EARNINGS

This section is made up of two parts. Part C1 relates to wage earnings of persons engaged in the first enterprise and part C2 relates to wage earnings of persons engaged in the second enterprise.

Questions 1-10: 'Wage/salaries' should relate to employees' gross remuneration, that is, the total before any deductions are made by the employers in respect of taxes, contributions of employees to security and pension schemes, life insurance premiums, unions dues and other obligations of employees plus any other cash allowances paid to staff. This also includes any in-kind payments. Record wages/salaries earned by each category of employee.

PART D

This part deals with the cost of production and sales of the enterprise. There are 5 different parts: Part D1 (i): quantity and cost of materials purchased; Part D1 (ii): value of production and sale of products of this enterprise; Part D3: Revenue of enterprise engaged in wholesale/retail trade; Part D4: Revenue of enterprise which provide services other than wholesale/retail and D5 and D6: preparation and sale of meals.

PART D1 (i): QUANTITY AND COST OF MATERIALS PURCHASED

This section of the questionnaire deals with the quantity and cost of materials and supplies, fuels and electricity purchased by the enterprise that enter directly into the production of the enterprise's products. The respondent should give you a comfortable operating period that he can provide information on the material purchased. This agreed period will be used for recording responses in part D1 (ii). Assist the respondent in estimating the value of the materials if it cannot be provided.

The Stub (column 1)

Your respondent should be able to give you a concise and accurate description of all materials purchased. Write these descriptions or names of materials purchased in the lines of the stub and code appropriately in column 2. The product code is found in the code book. The spaces provided cover only 12 materials. If more than 12 materials were purchased, the total cost of all other materials purchased but not listed among the 12 materials is to be added to auxiliary materials purchased and entered in line 13. The total in line 14 is the sum of all materials and supplies purchased during the operating period.

Column 3: Unit Code (Unit of Measure)

Enter the unit of measure that the respondent uses for each principle material. Some may use imperial system of measure (e.g. yards, gallons etc.) while others may use metric system of measure (e.g. kilograms, litres, metres etc.). Enter whichever they use.

Column 4: Materials purchased during the period

Total quantity: Enter the total quantity of each principal material purchased.

Unit Price: Enter the unit price (in GH cedis) of each principal material purchased. Where a material was purchased at different prices during the period, enter the average of the various prices under this column.

Total Delivery Cost: Enter the total delivery cost of each principal material purchased. Delivered Cost.

The delivered cost is the cost incurred in getting the materials delivered at the enterprise's premises. This include the purchaser's price, charges for transport, the cost of insurance, the value charged for packaging materials and all taxes and duties on the goods. Discounts or rebate allowed to the purchaser and the value of packing materials returned to supplier should be deducted.

PART D1 (ii): VALUE OF PRODUCTION AND SALE OF PRODUCTS OF THIS ENTERPRISE

This section deals with the value of production and sales during the period. The reference period used here should be the same as used in recording the material purchased in D (i).

The Stub (column 1)

Your respondent should be able to give you a concise and accurate description of all products produced and sold during the period. There could be some products that were purchased and sold in the same condition as purchased. This should also be recorded. Write these descriptions or name of product in the lines of the stub and code appropriately in column 2. The product code is found in the code book. The spaces provided cover only 9 products. If more than 9 products were purchased or produced and sold, the total cost of all other products but not listed among the 9 products is to be added together and entered in line 10. The total in line 11 is the sum of all products produced and sold during the operating period.

Column 3: Unit Code (Unit of Measure)

Enter the unit of measure that the respondent uses for each principle material. Some may use imperial system of measure (e.g. yards, gallons etc.) while others may use metric system of measure (e.g. kilograms, litres, metres etc.). Enter whichever they use.

Column 4: Materials purchased during the period.

Quantity: Enter the total quantity of each product produced.

Unit Price: Enter the unit price (in GH cedis) of each product produced. Where a product was produced at different prices during the period, enter the average of the various prices under this column.

Column 5: Enter the quantity and value of sales of the products specified in column 1.

PART D3: REVENUE OF ENTERPRISE ENGAGED IN WHOLESALE/RETAIL TRADE

Record the main items that are purchased for resale in column 1 (rows 'a' to 'g'). The total amount of sales of all other items sold not listed in rows (a-to-g) must be entered in row h under the column title (Total Amount). The main items are the items that contribute most to the income/revenue of the enterprise and were sold during the last two weeks preceding your visit.

Last Sold: For each item sold listed in row a to g record the unit code, quantity purchased and unit price at the last time/date/day the item was purchased prior to your visit to the household.

PART E& E1: OTHER REVENUE OF ENTERPRISE

In this section, all goods and services should have their values estimated if they are not known by the respondent. Responses on receipts should refer to gross receipts.

First, check the answer given to question 1 (Part C) for the particular enterprise. If it is 1 (i.e. YES), begin part E question 1, but if it is 2 (i.e. NO), start with part E question 6.

Questions 1 & 2: These questions are based on usual revenue or payments. The questions relate to two weeks preceding the time of interview.

Delivery of goods sold: this refers to the revenue that the enterprise receives from transporting the goods to the premises of the client/customer if the cost of transportation is not part of the selling price of the item.

Provision of other services: these are revenue received by the enterprise from rendering some services to the customer that is not already captured. This is for enterprises not engaged in the provision of services as captured in Part D4.

PART F1 AND F2: OTHER EXPENDITURES

For each of the expenditure items listed, ask questions 2 to 8 before going to the next item. If a cell corresponding to an item is shaded, it means that the question does not apply to that item and so do not ask that question. Do not include expenses for the household or for any other enterprise.

Question 1: This question identifies whether the enterprise has been operating since the last two weeks. Questions 2-8 are therefore administered to enterprises operating in the last two weeks.

Question 2: In this question, you will identify all the items on which the enterprise has made some expenditure during the past 12 months. If the answer coded is 2 (i.e. No), skip to question 8.

Questions 3-7: In question 4 you will record how often the expenditures were made, and in questions 5-7 record what the amounts were for each listed item in question 1.

Questions 8: This question finds out whether during the past 12 months an item was not available when the respondent wanted to purchase it and how often it was not available.

Question 8i; This question finds out if there is a single bill for the utility mentioned. Where the enterprise cannot distinguish between the proportion of the cost that goes to the household and the part that goes to the enterprise, the said utility is shared.

Questions 1 - 8 are repeated for the second enterprise. Endeavour to get the person responsible for these enterprises interviewed.

PART G1 AND G2: ASSETS OF THE ENTERPRISE

These assets, on which information is required are listed and pre-coded in the column headed ITEM. Ask questions 1 to 8 for each item on the list, before going onto the next enterprise.

"Other SPECIFY" (code 19) in the "Item" column means that the enterprise may have some other important assets that are not included in the list. Find out by asking the respondent whether the enterprise has any other asset(s) not mentioned in the list. If yes, list any such asset(s) and ask the questions on each item just as you have done for the ones listed. If an enterprise has many units of an item record the first three in the sub-columns numbered 1, 2 and 3.

Question 1: This question seeks to find out from the respondent if the household owns any of the assets listed. For each asset the household owns, you should ask questions 2 to 7i before asking questions about the next asset. In this way you would avoid confusing the respondent.

Note: examples of "other construction" are: fish ponds, wells, dams, swimming pools etc. owned by the enterprise.

It is possible that the enterprise may not have some of the items on the list. Thus, when the answer

to question 1 is 2 (NO) for an item, you don't have to ask the rest of the questions for that item but repeat immediately question 1 for the next item on the list. You only proceed with the other questions when the answer to question 1 is Yes (1).

Question 2: Record the number of years since the asset was acquired. If the item was a donation (gift) to the enterprise, record the time the enterprise received it. If the items are more than one, record the first three under sub-columns 1, 2, and 3 and indicate their respective years of receipt.

Question 3: In this question, you are to find out from the respondent the value of the item at the time it was purchased. If the item was a donation (gift) to the enterprise and the respondent does not know the price, record '0' and indicate gift. But if it were given to the enterprise in return for goods or services rendered, then you should find out the value of the goods/services and record this value as the price of the item. If more than one item, record the first three and indicate their corresponding prices/values.

Question 4: In this question, you are to find if the enterprise obtained any item during the last 12 months (including gifts).

Question 5: In this question, you are to find out and indicate the value of the item purchased in the past 12 months (if gift put 0).

Question 6: (VALUE OF DEPRECIATION IS FOR OFFICE USE ONLY).

Question 7: Find out from the respondent how much the item would cost on the open market at the time of the interview.

Question 8: Find out and record the value of the item produced by the enterprise and retained for future production.

The rest of the questions in part G are a repetition of what you have done for the first enterprise. However, the enterprise concerned is the second so the person(s) responsible for this enterprise should be interviewed.

PART H: CONSUMPTION, PAYMENTS AND SAVINGS OF ENTERPRISE

This section collects information from the respondent(s) on the goods and services produced by the enterprise(s) and how the net income was disbursed.

Question 1: In this question, find out from the respondent whether in the last two weeks prior to the interview, any of the goods and services produced by the enterprise was consumed by the household members. If the response is 2 (NO), do not ask question 2, but move on to question 3.

Question 2: In this question, find out from the respondent, the value of the products from the enterprise consumed by the household during the last two weeks before the interview. Record the code of the item consumed, the quantity, unit price and the total amount.

Question 3: In this question, find out from the respondent how much money from this enterprise usually goes to the household. Record the rate (time unit) and amount that usually goes to the household for this time unit. If the amount is not fixed, use the average amount per time unit. This would require that you do some probing.

Question 4: In this question, you will ask the respondent to find out the amount of money he takes for his personal use out of the sale of goods or services produced by the enterprise. Also record the rate (how frequently) at which he/she normally takes this amount. If the amount is not fixed, use the same procedure as in question 3.

Questions 5-10: In questions 5 to 10, you will find out the amount of money used for purposes other than those mentioned in questions 3 and 4. In questions 5, 7 and 9 you would find out if any money was used for a particular purpose before proceeding to ask for the amount involved.

SECTION 11:

INCOME TRANSFERS AND MISCELLANEOUS INCOME & EXPENDITURES

Purpose

This section collects information on income transfers, that is, all incomes of members of the household other than that from paid employment. The section also completes the income, expenditure and current accounts of the household.

Respondent

The respondent for this section is either the head of household or main respondent identified by the household.

Definition

Remittances are regular or irregular contributions in terms of money, goods and food made to or received from person(s) living abroad or elsewhere. For example, any money, food or goods sent out or received by the household to/from a household member, a relative or any other person staying abroad or elsewhere as well as churches and institutions is a remittance. Read instruction at the top carefully and follow it.

INSTRUCTIONS

PART A: TRANSFER PAYMENTS MADE BY THE HOUSEHOLD

***Question 1:* Is there any member of the household who lives away from here?**

This tries to find out whether any member(s) of the household live (s) elsewhere. Example, students attending schools elsewhere or in another town.

***Question 2:* Has this household sent (NAME) any money or goods in the past 12 months?**

This question tries to find out whether any remittance(s) has been made by the household to any individual member of the household living elsewhere (outside the home or dwelling) within the reference period of 12 months.

***Question 3:* Is there anyone else who is not a household member to whom this household has sent money or goods in the past 12 months?**

This is about non-household member(s) and institutions who receive remittances from the household in the past 12 months.

Note: If answers to Questions 1 and 3 are 'No' Skip to PART B Question 2;
If answers to Questions 2 and 3 are 'No' Skip to PART B Question 1

***Question 4:* List the names of all persons who have received remittances from the household.**

Question 5-14: These questions deal with the regularity, total amount, and relationship to household, uses of moneys or goods sent and the status of remittances given to recipient in 4.

PART B: INCOME FROM TRANSFERS

Once again, note the instructions carefully before proceeding.

Question 1: During the past 12 months has this household received or collected money or goods from

You are reminded to refer to the list for absent household member(s) from Part A, questions 4 and 5, where ID codes are also marked. Mention the name of absent member(s) to ascertain whether the household has received or collected any monies, goods or food items from this or these absent members in the reference period.

Question 2: During the past 12 months, has this household received or collected money or goods from any other individual

Specifically deals with all non-household members who have remitted the household any moneys, goods or food items.

Question 3: List the names of all persons from whom the household has received money or goods.

Question 8-14: This is about regularity, total amount, uses of remittances given to households

PART C: MISCELLANEOUS INCOME

Explain the question carefully to the understanding of the respondent.

Questions 1 – 3: Deal with incomes from the following sources under Central Government: Social Security, State Pensions (includes CAP 30) and any other source which should be specified.

Questions 4-12: Deal with incomes from other sources under which Retirement Benefits, Bride Price or Inheritance, and others (to be specified) are treated. Exclude Susu under 'Other Specify'.

PART D: MISCELLANEOUS OUTGOINGS (EXPENDITURES)

This part is about expenditures, both cash or in-kind made by the household towards other tax obligations (e.g. property tax, poll tax, bicycle taxes, etc. **excluding** income tax & VAT) in Question 1.

Self-help contributions towards community projects etc in Question 2 and on wedding etc. in Question 3.

Question 4: Gifts and presents excluding those mentioned as transfers.

Deals with expenditures on gifts and presents (excluding all things mentioned under transfers). This includes contributions/donations made to churches, institutions etc. (non- regular payments).

Question 5: Other miscellaneous expenditure

Finds out all other miscellaneous expenditures not captured so far. Please do well to specify the source of these expenditures, and remember not to include SUSU.

SECTION 12

CREDIT, ASSETS AND SAVINGS

Purpose

This section is designed to collect information on loans contracted by the household as well as assets and savings of the household.

Respondent

The head of household is the main respondent. Read instructions at the top of the page carefully.

INSTRUCTIONS

PART A: CREDIT

This part obtains information on loans contracted or negotiated by the household in terms of money or goods.

Questions 1 & 2: Deal with any loans contracted or repaid by any member of the household over the past 12 months. N/A means not applicable.

Questions 7–11: Find out whether any household member had tried to contract any loan(s), what guarantee(s) was required, and whether refused and the reasons for refusal.

Question 9: Asks for how much of the loan has been repaid even if repayment is being made by instalments or if only part payment has been made (Include charges, interest on loans and all payments in-kind).

NOTE: Respondent should not be asked Q.11 if answer to Q.10 is 'Yes'. Just record the ID from the roster.

Question 11: The security demanded by the lending individual or institution should be given as answer to this question.

PART B: ASSETS AND DURABLE CONSUMER GOODS

A list of items, durable consumer goods, is provided in column 1 with their corresponding codes in column 2. The respondent is expected to answer question 1 for each item listed and questions 2–4 if the response to question 1 is YES.

Question 1: Is about the household's ownership of any of the items listed. List the three most recently obtained items.

Question 2: Deals with the exact point in time that the item was acquired. The price of the item is covered in question 3 (Put zero if item is a gift).

Question 4: Requires the estimated current value of the items owned by the household.

PART C: SAVINGS

If the answer to question 1 is 'NO' (code 2) and end the interview. However, interview should continue if answer is YES (code 1).

Question 1: Requires information on household member(s) having savings account(s) (in cedis) or any other currency with any banking institution.

Question 2: Each savings account or SUSU owed by a household member should be treated as a separate item and should be circled in Q2.

Questions 3 5: These determine person(s) in whose name(s) the savings accounts are operated and the current values of the savings.

The amount of money that has been added to the savings over the past 12 months as well as the amounts withdrawn from it over the same period is sought in Questions 6 and 7 respectively. Q6 does not include interest.

SECTION 13

GOVERNANCE, PEACE AND SECURITY

BACKGROUND

Peace, Safety and Security are very important tenets of good governance and bedrock for growth and development of every nation. People can work and contribute their quota towards the development of the country if they are safe and secure from attack, assaults, and threats and so on. The issue of governance, peace and security continues to be a major challenge to many developing countries but it seems there are scanty or no data to that effect. It is in view of this that Statistical Institutions in Africa at the eve of the African Statistics Day (ASD) meeting in Yamoussoukro, Cote D'Ivoire recommended that member countries should come out with statistics on peace, safety and security. As an interim, some of the countries were selected to pilot the study of which Ghana was one of them.

Data collection on peace, safety and security is not new in Ghana. In the 2002, the round two of the Core Welfare Indicators Questionnaire (CWIQ) survey, collected some indicators on that. In 2009, a Crime Victimization Survey was also conducted on the pilot basis in Accra, Kumasi, Sekondi-Takoradi and Tamale Metropolitan Assemblies to facilitate a broader understanding of the crime problem as well as a better assessment of its burden on citizens in Ghana. The Governance, Peace and Security (GPS) module was first introduced to the GLSS6. It is current the Section Thirteen of the GLSS questionnaire.

OBJECTIVE OF THE SURVEY

The general objective of this section is to collect information on household members 18 years and older with issues on governance, peace and security in the past three years. The specific objectives include, providing data that can assist in:

- Providing accurate and reliable information as the basis for the development of national policies as well as internationally comparable governance, peace and security database
- Promoting governance, peace and security prevention strategies
- Improve public security service-community relations by:
 - (a) Revealing the community-police cooperation on crime issues
 - (b) Exploring the level of satisfaction with public institutions
- Building the capacity of Ghana Statistical Service in conducting governance, peace, and security survey.

PRIVATE NATURE OF THE INTERVIEW

This section deals with the safety and security of the respondent. All the data collected must be strictly confidential. Any breach of the confidentiality is punishable by law. In principle all the questions should be asked in complete privacy to ensure that respondents' answers remain confidential. The presence of other people during the interview may cause embarrassment and influence some of their responses.

When you get to these sections you should explain to the respondents that some questions are very sensitive and ask him for the best place in the house where he is least likely to be disturbed. If another adult does not understand and refuses to leave, you must use tact to try and get rid of him/her.

- Ask the respondent to persuade the other person to leave.
- Explain as politely as possible that the interview must be conducted in private.
- Try to satisfy the person's curiosity by reading the first few questions, and then say something like "you have heard some of the questions. Will you now excuse us for a little while?"

HOW TO RANDOMLY SELECT A HOUSEHOLD MEMBER FOR INTERVIEW

The **Kish Grid** is to be used to select one household member aged 18 years or older to administer this section of the questionnaire.

The Kish Grid is a table of numbers, named after the statistician who invented it. In the table, the number of people in the household is identified, and a random number is chosen to select a particular person for the interview.

The instructions for using a Kish Grid are provided below;

1. Identify all household members who are eligible to be interviewed. That is, all household members 18 years and older. Include all eligible members who are not there when you visit. Exclude children aged 0-17 years old.
2. If there is only one eligible member in the household, then there is no need for selection. The questionnaire is automatically administered to that member.
3. Use the tables below to select one household member who is at least 18 years old, if there are more than one such member in that age group in the household.
4. In Table 1, list each of the eligible members aged 18 years and older in the order they appear in the **Household Roster**. Fill the other two columns by indicating the sex and age of each member.
5. Check the last digit of the **Household Number** from the cover page of the GPS Questionnaire. This is the number of the row you should go in Table 2 below.
6. Check the total number of eligible members (18 years and older). This is the number of the column you should go in Table 2 below.
7. Find the box where the row and the column meet and circle the number that appears in the box in Table 2. The number in the cell where the column and row meet is the rank number of person to interview **(i.e. the rank number of the member about whom the questions will be asked)**. For example, if household 4 has 2 members who are 18 years and older, then the 2nd member (shown in bold type) would be interviewed.

Note that if the selected member is not in the household at the time of your visit, arrange to come back later for the interview.

Table 1

Rank	Name from Household list	Sex Male = 1 Female = 2	Age
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Table 2

Last digit of household number	Total number of eligible members in the household										
	1	2	3	4	5	6	7	8	9	10	11
0	1	2	2	4	3	6	5	4	7	5	8
1	1	1	3	1	4	1	6	5	8	6	9
2	1	2	1	2	5	2	7	6	9	7	10
3	1	1	2	3	1	3	1	7	1	8	11
4	1	2	3	4	2	4	2	8	2	9	1
5	1	1	1	1	3	5	3	1	3	10	2
6	1	2	2	2	4	6	4	2	4	1	3
7	1	1	3	3	5	1	5	3	5	2	4
8	1	2	1	4	1	2	6	4	6	3	5
9	1	1	2	1	2	3	7	5	7	4	6

CONCEPTS AND DEFINITIONS

The following are provided to give you a better understanding of the types of the issues covered by this section. Consequently, you need to equip yourself with the following concepts and definitions in order to be effective on the field.

Area: It is an area surrounding the respondent's residence. The exact size and bounds of this area are to be defined by the respondent according to what they think their area is.

Arson: The crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

Assault: This refers to any incident in the past 3 years, other than a robbery, when the respondent was threatened with force or attacked. For the offence to be included as an assault there needs to be a direct (face to face) encounter between the victim and the offender(s).

Unlawful Entry: This is recorded when the respondent indicates that their home had been broken-into in the past 3 years. It is also (also called **breaking and entering** and sometimes **housebreaking**) is a crime, the essence of which is **illegal entry into a building** for the purposes of committing an offence usually that offence will be stealing. The respondent's home is defined to include their garage or shed. **Break and enter offenses relating to their car are also included.**

Corrupt: Having or showing a willingness to act dishonestly in return for money or personal gain.

Crime: Crime may be defined as a deviant behaviour that violates prevailing norms – cultural standards prescribing how humans ought to behave normally. To be considered as a crime, the activity must however, be found in the statute books. Thus, crime is an illegal activity. This approach considers the complex realities surrounding the concept of crime and seeks to understand how changing social, political, psychological, and economic conditions may affect changing definitions of crime and the form of the legal, law-enforcement, and penal responses made by society.

Defilement: It is the natural or unnatural carnal knowledge of any child under sixteen years of age.

Handgun: It is a firearm designed to be handheld, in either one or both hands. This characteristic differentiates handguns as a general class of firearms from long guns such as rifles and shotguns (which usually can be mounted against the shoulder). Examples of handguns are single-shot pistols, multi-barreled pistols, revolvers, semi-automatic pistols, machine pistols, etc.

Highway attack: It as an attack on a main public road, especially one connecting towns and cities.

Human rights institution/Activist: It is an administrative body set up to protect or monitor human rights in a given country e.g. Commission for Human Rights and Administrative Justice (CHRAJ) and an individual who champions or protect the right of people.

Human rights: It is commonly understood as "inalienable fundamental rights to which a person is inherently entitled simply because she or he is a human being.

Human trafficking: It is the illegal trade of human beings mainly for the purposes of commercial sexual exploitation or forced labor. It involves the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

Kidnapping: This crime is recorded when someone is taken and held against his/her will. The crime of kidnapping is labeled **abduction** when the victim is a woman. In modern usage, kidnapping or abduction of a child is often called child stealing, particularly when done not to collect a ransom but rather with the intention of keeping the child permanently. Note that this may not only be restricted to the case of a child victim but adults as well.

Motor vehicle theft: Motor vehicle theft refers to the theft or illegal use of any type of motor vehicle including cars, vans, trucks, motor bikes, etc. Motor vehicle theft does not include theft from the motor vehicle. For example, if a car window is smashed and a mobile phone is taken, but the vehicle is not stolen, this **is not** an example of motor vehicle theft.

Nepotism: A situation where individuals are given opportunities based on preference and not on merit. ('**Whom-you-know**').

Offender: One that offends, especially one that breaks a public law. It is a person who commits an illegal act.

Public place: It is an area generally meant for public use and includes streets, sidewalks, bridges, alleys, plazas, parks, driveways, parking lots and buildings open to the general public, including those that serve food or drink or provide entertainment, and the doorways and entrances to buildings or dwellings and the grounds enclosing them.

Public security service: Any institution with the mandate of providing security and maintaining law and order at public places. Examples are the Ghana Police Service, Ghana Immigration Service, Ghana Arm Forces, Ghana Prisons Service, etc.

Rape: Rape is the carnal knowledge of a female of sixteen years or older without her consent. It is a type of sexual assault usually involving sexual intercourse, which is initiated by one or more persons against another person without that person's consent. The act may be carried out by physical force, coercion, abuse of authority or with a person who is incapable of valid consent, such as one who is unconscious, incapacitated, or below the legal age of consent.

Robbery/attempted robbery: A robbery is recorded when a respondent indicates that someone

had actually stolen or attempted to steal something from them by threatening or attacking them with a weapon. For the offence to be included as a robbery there needs to be a direct (face to face) encounter between victim and offender(s) where the victim was threatened and/or attacked with a weapon. In situations where items were stolen from the respondent where the he/she was not aware amounts to **stealing** (e.g. something stolen from their belongings while they were at the work place).

Sexual assault: Sexual assault refers to rape, attempted rape, indecent assault, and assault with intent to sexually assault. It is an act of intentionally touching a person (male or female) sexually without his or her consent (permission or agreement). It is an offence to cause or encourage another person to engage in sexual activity without his or her consent. Sexual harassment, such as unsolicited letters and obscene telephone calls, **should not** be included.

Sexual offences: Sexual offence or abuse refers to any form of sexual activity that is against the will of the victim (male or female). This includes bodily contact (such as sexual kissing, touching, grabbing or fondling of breast or genitals or penetration - oral, anal, or vaginal) and genital exposure (flashing), verbal pressure for sex and sexual exploitation through pornography or prostitution. A sexual offence is also committed where the penetration is by a part of the body (for example, a finger) or anything else (for example, a bottle or banana, etc.) for sexual intent. Sexual offences may include the following; Rape, indecent assault, incest, compulsion of marriage, seducing, defilement, sexual harassment, etc.

Sexual orientation: Sexual orientation is the term used to describe whether a person feels sexual desire for people of the other gender, same gender, or both genders. Each of us has a biological sex-whether we are female, male, or intersex. Our gender is our social and legal status as men or women. Each of us also has a sexual orientation. Categories of sexual orientation typically have included attraction to members of one's own sex (gay men or lesbians), attraction to members of the other sex (heterosexuals), and attraction to members of both sexes (bisexuals).

Stealing: The taking of property belonging to another person with the intention of depriving the owner permanently of his/her possession. It also means wrongful taking and carrying away of the personal goods or property of another.

Threat: An expression or a declaration of an intention to inflict pain, injury, evil, or punishment.

Vandalism: Willful or malicious destruction of public or private property. It is an action involving deliberate destruction of or damage to public or private property

Verbal assault: an attack using words, either spoken or written. The abuser tends to verbally assault the victim by calling names, degrading, screaming, threatening, criticizing, berating and humiliating. The abuser makes snide remarks and use sarcasm to erode the victim's sense of self-worth and self-confidence and thus making the victim look worthless in the eyes of others.

Violence: The intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, mal-development or deprivation.

Weapon: A weapon is any instrument used for threatening or attacking a person (e.g. a knife, gun, broken bottle, or missiles such as rocks or stones). It excludes use of fists, feet, teeth, etc.

PART A: STEALING, ROBBERY AND UNLAWFUL ENTRY

This section deals with stealing, unlawful and robbery cases experienced by the respondent, or any member of the household over a period of time. Answer for eligible household members 18 years and older

PARTA Q1: Over the past five years (since 2014) did anyone steal or try to steal anything from you or other members of your household?

This question seeks to know if any member of the household had experienced stealing or attempted stealing since the past three years (i.e.2014 to date). If the respondent or any member of the household did not experience any incidence of stealing or do not remember such a situation, skip to **Q16**.

PART Q A 2: When did the most recent incident happen?

This question seeks to find out when the recent incident occurred. Indicate the month and year in the boxes provided. You are to code 99 if the respondent can't remember the month in which the incident occurred but probe to find out the year of the incident. **Note:** The year column should not be left blank.

PART A Q3: The last time (since 2014) the incident occurred, where did it happen?

This is to help identify the exact location where the recent incident occurred. You are to record the most appropriate response from the options provided.

At home: the abode or the dwelling place of the respondent

In the neighbourhood: the vicinity where the respondent lives

At the workplace: where the respondent works

Elsewhere in town/city: outside the vicinity but within the same town where the respondent lives

Elsewhere in the country: outside the town/city where the respondent lives

Bush: includes farm

Abroad: outside the borders of Ghana

Other (specify): any other place other than what has been discussed above

PART A Q 4: The last time (since 2014) this incident happened, was anything actually stolen?

This question seeks to know if any of the belongings of the respondent or household member were taken away the last time the incident occurred. You are to record a 'YES' or 'NO',

depending on the response provided. If “No”, skip to Q7.

PARTA Q5: The last time (since 2014) that this happened, what item (s) was/ were stolen?

The question seeks to find out the specific item (s) that was (were) taken away. Note that this question demands multiple responses and that more than one item could be chosen from the options given.

PARTA Q6: The last time (since 2014) this happened were the stolen items retrieved?

This question seeks to find out whether or not the stolen items were retrieved. Four possible responses are given i.e. ‘YES, ALL’, ‘YES, SOME’ ‘NO’ and ‘DON’T KNOW’. Record the appropriate response given by the respondent.

PARTA Q7: The last time (since 2014) this happened, was any member of your household intimidated, threatened, assaulted, etc. In other words, would you describe the situation as robbery?

The question seeks to find out whether any member of the household was intimidated, assaulted, threatened by the offender (s) the last time the incident happened and if it could be described as a robbery.

PARTA Q8: The last time (since 2014) this happened, did you or anyone else report the incident to the Police?

The question seeks to find out whether the respondent (himself/herself) or any other person reported the incident to the police.

PARTA Q9: The last time (since 2014) this happened, how many persons were involved in committing this offence?

The question seeks to know the number of people involved in committing the offence. Indicate the number given by the respondent taking into account their sexes. For example, if two males involved in the crime, record ‘02’ at the male column and ‘00’ at the female column. If don’t know or don’t remember, Code 99 in each box designated for male and female.

PARTA Q10: The last time (since 2014) this happened, did you know at least one offender by name or by face?

This question seeks to find out from the respondent if at the time of the incident; he/she saw any of the offenders and could possibly identify or recognized at least one of them. **Note:** If the respondent indicated that he/she knows the name as well as the face of the offender, record option 1 (Know by name). In other words, the name takes precedent of the face.

PARTA Q11: Did (any of) the offender (s) have a knife, a gun or any other object use as a weapon?

The question is asked to find out if weapons such as gun, knife and other objects were used by the offender (s) during the incident. If ‘NO or ‘DON’T KNOW’ skip to Q14.

PARTA Q12: What type of gun did the offender(s) have?

For those who indicated that the offender was holding a gun in Q11, this question is asked to

find out the type of gun offender (s) holding.

- **Handgun:** a firearm that is held and fired with one hand. Generally, this type of guns are very small and can be put in one's pocket, handled with one hand or both e.g. pistols
- **Long gun:** a long gun is a category of firearms and cannons with longer barrels than other classes. In small arms, a long gun is designed to be fired braced against the shoulder, in contrast to a handgun.

Almost all long-arms have front grips (forearms) and shoulder stocks, which provides the user with the ability to hold the firearm more steadily than a handgun. In addition, the long **barrel** of a long gun usually provides a longer **sight plane** for **iron sights**, providing the user with more precision when aiming. Examples are shot gun, rifle, machine gun, etc.

PARTA Q13: Was the weapon actually used?

The offender(s) may have brought some weapon(s) but never used them. This question is asked to find out whether all such weapons that the offender(s) had were actually used. Three responses are given i.e. 'YES', 'NO' and 'DON'T KNOW'. Note that 'used' also include the offender using the weapon to hit, beat, cut, etc. the victim.

PART A Q14: Was any household member killed/hurt in the incident?

The question seeks to find out whether a member of the household was killed or hurt (injured) as a result of the robbery attacked. Three responses are given i.e. 'YES', 'NO' and 'DON'T KNOW'. In situation where a member of the household was killed in the process and another member also suffered an injury, option one (**Yes, killed**) should be recorded.

PARTA Q15: Over the past five years (since 2014), did anyone actually get into your house or flat without permission and steal or try to steal something?

The question seeks to know if someone unlawfully entered into the house of the respondent within the reference period and stole something.

PARTA Q16: When did the most recent incident happen?

This question seeks to find out when the recent incident occurred. Indicate the month and year in the boxes provided. You are to code 99 if the respondent can't remember the month in which the incident occurred but probe to find out the year of the incident. **Note:** The year column should not be left blank.

PARTA Q17: The last time (since 2014) this incident happened, was anything actually stolen?

This question seeks to know if any of the belongings of the respondent or household member were taken away the last time the incident occurred. You are to record a 'YES' or 'NO', depending on the response provided. If option "No" is selected, skip to Q18

PARTA Q18: The last time (since 2014) that this happened, what item(s) was/were stolen?

The question seeks to find out the specific item (s) that was (were) taken away. Note that this question demands multiple responses and that more than one item could be chosen from the options given. Commercial goods refer to goods not for the consumption by the household but

intended to be sold.

PARTA Q19: The last time (since 2014) this happened, did you or anyone else report the incident to the Police?

The question seeks to find out whether the respondent (himself/herself) or any other person reported the incident to the police.

PARTA Q20: Are such incidence (stealing, robbery and unlawful entry) common in your community?

Some types of crime are common to certain communities. This question seeks to find out if the stealing, robbery or unlawful entry that took place can be classified as common to the community.

PARTA Q21: Is your house/store/car protected by the following:

This question wants to know if the respondent is protected by special door locks, special window/door grilles, neighbourhood watch scheme, security guide, dogs and amulets or not protected at all. Record 'NO' or 'YES' to each of the options.

Special door locks:

These are specially designed locks with in –built mechanism. These locks usually have codes which are known to the users only and are believed to provide higher security than ordinary locks.

Special window /door grilles: Specially designed metal frames that contains bars or wire across it that is used for protecting a door or window.

Neighbourhood watch scheme: The Neighbourhood Watch scheme is a partnership where people come together to make their communities safer. It involves community Safety departments of local authorities, other voluntary organizations and, above all, individuals and families who want to make their neighbourhoods a safer place to live. It aims to help people protect themselves and their properties and to reduce the fear of crime by means of improved home security, greater vigilance, accurate reporting of suspicious incidents to the police and by fostering a community spirit.

Security guard: A **security officer** (or **security guard**) is a person who is paid to protect property, assets, or people. Security guards are usually privately and formally employed civilian personnel. Security officers are generally uniformed and act to protect property by maintaining a high visibility presence to deter illegal and inappropriate actions, observing (either directly, through patrols, or by watching alarm systems or video cameras) for signs of crime, fire or disorder; then taking action and reporting any incidents to their client and emergency services as appropriate. Until the 1980s, the term “watchman” was more commonly applied to this function.

Dogs: These are special dogs that have been trained to provide security to life and property.

Barbed Wire: Barbed wire, also known as barb wire, is a type of steel fencing wire constructed with sharp edges or points arranged at intervals along the strand. It is used to construct fences and is used atop walls surrounding secured property. Some of these barbed wires are connected to electricity which is plugged mainly during the night

Amulets: An amulet is an object that's most important characteristic is the power ascribed to it to protect its owner from danger or harm. Amulets are from talismans as it is believed to bring luck or some other benefit, though it can offer protection as well.

Other (specify): Any other form of protection that the respondent uses.

PART B: SEXUAL OFFENCES

RESPONDENT: HOUSEHOLD MEMBERS AGED 18 YEARS AND OLDER

This part deals with sexual offences that the respondent had experienced within the past three years.

PART B Q1: People sometimes grab, touch or assault others for sexual reasons in a really offensive way. This can happen at home, at the market, in the street, at school, on public transport or at the work place. During the past five years (since 2014), has anyone done this to you?

The question tries to find out if the respondent had experienced any type of sexual offence during the past 3 years. If the respondent had not experience any of such offences, select option "2" and skip to Q9.

PART B Q2: When did this happen the last time (since 2014)?

This question seeks to find out when the recent incident occurred. Indicate the month and year in the boxes provided.

PART B Q3: The last time (since 2014), did you know at least one offender by name or by face?

This question seeks to finds out from the respondent if at the time of the incident, he/she knew any of the offenders by name or face. **Note:** If the respondent indicated that he/she knew the name as well as the face of the offender, record option 1 (Know by name). In order words, the name takes precedent of the face.

PART A Q4: Can you give me the approximate age of the offender?

It is difficult to quote the exact age of someone. The questions sought the respondent to give an approximate age of the offender.

PART B Q5: The person that did this to you, how was he/she related to you?

The question seeks to find out the relationship between the victim and the offender. If the assault was perpetrated by a group of people (gang), chose option **14** and write gang. However, if the victim knew at least one of the members of the group (gang), chose one of the options from "**01-11**" that best describe the relationship between the victim and the offender.

PART B Q6: The last time (since 2014), that this happened, where did it happen?

This is to help identify the exact location where the sexual offence occurred.

At home: the abode or the dwelling place of the respondent

In the neighbourhood: the vicinity where the respondent lives

At the workplace: where the respondent works

Elsewhere in town/city: outside the vicinity but within the same town where the respondent lives

Elsewhere in the country: outside the town/city where the respondent lives

In the bush: it includes farm

Public/Private Car Park

Abroad: outside the borders of Ghana

Other (specify): any other place other than what has been discussed above

PART B Q7: The last time (since 2014), did you or anyone else report the incident to the police?

The question seeks to find out whether the respondent (himself/herself) or any other person reported the incident to the police. If ‘YES’ or ‘DON’T KNOW’ skip to **Q9**.

PART B Q8: What was the main reason why you or anyone else didn't report it to the police?

The question seeks to find out the reason why neither the respondent nor any other person reports the abuse or the offence to the police.

PART B Q9: Apart from you, has any other member of your household been sexually offended / assaulted in the past five years (since 2014)?

The question seeks to find out if any other member of the household had been sexually assaulted or offended within the reference period. If option “1” is selected, thus the member of the household other than the respondent was sexually offended, try to get that member of the household and take him/her through questions **Q1 to Q8**.

PART C: VIOLENCE AND SECURITY:

For persons in the household who are 18 years and older.

Part C Q1: In the past 12 months, have you or a member of your household/relative or someone you know been attacked, assaulted or threatened by someone in a way that really frightened you, him/her either at home or at your workplace or elsewhere such as at school, in a vehicle, etc?

This question refers to persons who have been attacked, assaulted or threatened by someone in a way which was **frightening**, either at home or elsewhere. **Note:** The assault or the attacked should have caused the victim to be **frightened**. If the response to the question is options “NO”, you must skip to **Q19**.

PART C Q 2: How many times did this happened in the past 12 months?

The question sought to find out the number of times the incident occurred with the past 12 months.

Record the number of times the incident happened in the past 12 months.

Part C Q3: What type of aggression, attack, assault or threat was it?

This question refers to the type of aggression, attack assault or threat experienced by the victim. If the respondent provides MORE THAN ONE, INDICATE THE MOST RECENT.

PART C Q4: Sex of victim

Record the sex of the person, who was attacked, assaulted or threatened (i.e. the VICTIM).

Part C Q5: Was the offender(s) under the influence of alcohol or drugs?

This question is to find out from the respondent whether at the time of the incident, the perpetrator (s) or offender (s) was (were) under the influence of alcohol or drugs.

Part C Q6: Where did this happen?

This question is asked to find out from the respondent where (exact location) the incident happened.

Part C Q7: The person(s) that did this to you or someone you know, how was he/she related to you or the person at the time of incident?

This question attempts to find out the relationship between the perpetrator and the victim at the time of the incidence.

Part C Q8: What did the offender (s) use in this incident?

This question is looking for what was used by the offender (s) in that particular incident. You are to record the appropriate responses as indicated in the questionnaire. Note that option '08' includes glass, broken or unbroken bottle. You are also reminded that **any sharp object** mentioned in option '06' include scissors, razors, blade, etc. while option '07' includes other **wooden objects** apart from what been mentioned in the questionnaire.

Part C Q9: Did you or the person suffer an injury or emotional effects as a result?

The question seeks to find out if the victim suffered an injury or any emotional effects (shock) in the incident.

Part C Q10: How many people were involved in committing the offence?

This refers to the number of people involved in committing the offence. You are to record the number of people involved in the incident in the space provided taking into account their sex. If the respondent does not know or remember the number involved, record '99' in each case.

Part C Q11: Taking everything into account, how serious was the incident to you?

This question is trying to measure the level or degree of the seriousness of the incident. You are to record code '1' if respondent mentioned that the incident as very serious; code '2' if it was serious; code '3' if it was not serious.

Part C Q12: Did you or anyone else report the incident to the police?

This question seeks to find out from the respondent whether the respondent or anyone else reported the incident to the police. Note that if option code '1' is selected you are to SKIP to Q14.

Part C Q13: What was the main reason why you or no one else reported this incidence to the police?

Respondent who said they did not report the incident to the police, the question is to elicit from them the main reason why he/she or no one else did not report the incident to the police. Any response from **Q13** takes you to question **Q17**.

Part C Q14: What was the main reason for reporting the incidence to the police?

Those who responded that a report was made to the police, this question is asked to find out the main reason for reporting the incident to the police.

Part C Q15: On the whole, were you or the reporter of this incidence satisfied with the way the police handled the case?

This refers to whether the respondent was satisfied or not with the way the police handled the case. Three responses have been provided ('YES', 'NO' and 'D.K') and you are to choose one. Note that with a 'YES' and D.K.' response GO TO Q19.

Part C Q16: Why were you or the reporter not satisfied with the way the police handle the case?

Respondent who indicated that they were not satisfied in Q15, this question is to help find out why the victim or the reporter was not satisfied with the way the police handled the case.

Part C Q17: Did you or anyone else report the incident to:

This is to find out from the respondent if the incident was reported to any of the following institutions or individuals; A 'YES', 'NO' or 'DK' response should be recorded for each.

- A. **Human rights:** may mean institutions such as CHRAJ, the Legal Aid Scheme, etc. or group of lawyers e.g. FIDA or individuals (activists).
- B. **Lawyers** : Legal practitioners
- C. **MPs (Members of parliament) / District Chief Executive (DCE)**
- D. **Press/media** (both print and electronic media)
- E. **Political Party** : A party that has been registered with the Electoral Commission and licensed and can contest for a national elections, e.g. National Statistics Party (NSP)
- F. **Religious group (denomination)**
- G. **Chiefs**
- H. **Assemblyman**
- I. **Other pressure groups** e.g. Concern for Quality Statistics (CQS).
- J. **Social Welfare**

Part C Q18: Did they intervene?

The question seeks to find out if any of the institutions and individuals mentioned in **Q17** actually intervene to bring justice to bear.

Part C Q19: Did they intervene?

The question seeks to find out if any of the institutions and individuals mentioned in Q17 actually intervenes to bring justice to bear.

Part C Q20: In the past 12 months, how often did the incidence of crime occur in this community or workplace?

This question is to find out the frequency of occurrence of the incidence of crime in the respondent's community or where he/she works.

Part C Q21: In general, how much confidence do you have in the Public security services to protect you, your household and your property from crime and violence?

This question is to find out the respondent's confidence in the public security services to protect him/her, his/her household and his/her property from crime and violence. Five responses have been provided and you are to record only one. Confidence here means the respondent has the full trust; belief in the powers or reliability of the public security services such as the police service, the military, the prison service, the immigration service, etc. to protect life and property.

Part C Q22: In the past 12 months, did you report an incident to a public security service?

This question seeks to find out from the respondent if he/her had reported any incident to a public security service. A 'YES' or 'NO' response should be recorded for this question. You should note that a 'No' response should take you to Q24.

Part C Q23: If yes, what was the response from the public security service?

This question is for persons who responded 'YES' in Q20 and it is to find out the response from the public security service when an incident was reported.

Part C Q24: Did you have to pay anything or offer something to ensure a favourable response to a complaint you filed with a public security service?

This question is to find out whether the respondent had to pay something to the public service, either in cash or in-kind in order to receive a favourable response for a complaint lodged. Note that if the options 'NO' is recorded, you are to skip to Q24.

Part C Q25: Did the payment lead to a favourable treatment of your case?

For those who responded "YES" in Q24, this question seeks to find out whether such payments led to favourable treatment of the case reported to the public security service.

PART C Q26: In general, do you agree with the following statement "public security services address the problems submitted to them in an effective manner"?

This question seeks to find out whether respondent agree or disagree with the above statement which states that public security services are effective in handling cases submitted to them. The 'NO OPINION' as an option here means the respondent neither agrees nor disagrees with the statement.

Part C Q27: Do you think that corruption is a major problem in public security services?

This is to find out about the respondent's perception on whether corruption is a major problem in public security services.

Part C Q28: Do you think are corrupt?

This question is also another subjective question seeking the view or opinion of the respondent whether the following public institutions are corrupt or not corrupt: Politicians, Police Service, Judiciary, Customs, Fire Service, Immigration Service, Prisons. The corruption here may include receiving of bribe, extortions and all other unapproved activities that lead to injustice (the law or rule being bent or broken). Also note that “Politicians” includes District Chief executives, Assemblymen, Members of parliament, leaders of political parties, Ministers of states, etc.

Part C Q29: Regarding the provision of public security services, have you ever been discriminated against because of your:

The purpose of this question is to find out from the respondent whether he/she has ever been discriminated against because of his/her sex, age, ethnicity/nationality, religion, sexual orientation, political affiliation, disability and nepotism. You are to ensure that for each issue, there is either ‘YES’ or ‘NO’ response.

Part C Q30: Do you have private security services at home or at the work place in your daily life?

This question deals with the use of private security services at home and work place. A ‘YES’ or ‘NO’ response is required to ascertain whether the respondent use private security at home and or office. For example, if Mr. Armah does not use private security at home but has one at the workplace. You are to record ‘NO’ for the ‘at home’ column and a ‘YES’ response for ‘workplace’. The private security here refers to persons who are paid to protect property, assets, or life e.g. GOCREST Security Service. Include also watchmen in this category.

Part C Q31: When it comes to addressing security issues in your community/town, do public security services cooperate or not with people living in your community/ neighbourhood?

The relationship between the public security services and the citizenry is a partnership approach. This means that the public security agencies do not work in isolation. They need the cooperation of the people in the community to be able to work effectively. In the same way, the citizens also need the cooperation of security services so that the people can volunteer information. This question seeks to find out about the opinion of the respondent whether the public security services cooperate or not with the people living in the community/neighbourhood.

Part C Q32: What level of confidence do you have in the under listed security services?

The purpose of this question is to find out the level of confidence the respondent has in the Police, Armed Forces, Judiciary Service, Immigration Service, Prisons Service and the Private Security guards and Community watch dog. The private security here includes those from the private security companies such as WESTEC, K9 SERVICES, etc.

Part C Q33: Do you think that cases of misconduct by public security services are adequately punished by relevant authorities?

This is to assess whether the respondent think that cases of misconduct by public security services are adequately punished by the relevant authorities. Misconduct of public securities may include receiving bribes, making sexual demands from female complainants, vacation of duty post, extortion of money from people, acting as debt collectors, engaging in robbery and other criminal activities.

Part C Q34: Do you think that these forms of crime occur in your community/town?

This is to find out from the respondent whether the following forms of crime occur in his/her community/town: Spousal violence, Violence against children, Violence against house helps, trafficking of men, trafficking of women and Trafficking of children.

PART D: SAFTY

The section deals with the general security and safety of respondents and their household members in their residence, on the streets, work place etc.

PART D Q1: Do you feel safe walking down your street alone in your neighbourhood at night?

This question seeks to find out if respondents feel secured while walking alone on the street at night.

PART D Q 2: How safe do you feel when you are at home alone after dark?

The question seeks to know the extent to which respondents feel safe at home after dark or during the night. Five options have been provided; indicate the option that best describe the respondents' opinion.

PART D Q3: In your daily life do you feel very safe or not safe at all?

Again this question seeks to find out whether or not respondents feel completely safe wherever they find themselves while going about their daily activities at any time. For instance, going to the farm, work, to school, in a car or waiting for a bus at the bus stop, etc.

PART D Q4: Would you say your household is safe from crime and violence at home?

This question tries to find out if respondents and their entire households are safe from crime and violence at home.

PART E: PEACE AND SOCIAL COHESION

Peace and social cohesion are important ingredients in building society. Social cohesion is a situation where members of a group work towards the well-being of all its members, minimizing disparities and avoiding marginalization. It entails – fostering cohesion by building networks of relationships, trust and identity between different groups and sub-populations, fighting against discrimination, exclusion and excessive inequalities.

PART E Q1: Now I want to ask you how much you trust different groups of people. Sometimes people do not trust because of litigation on family land, cheating, distribution of money, extra marital activities, irresponsibility, etc. Do you trust.....?

Eight categories of description of the people in the community have been identified. You should mention each group to the respondents for them to indicate if they can trust the group all the time, most of the time, sometimes or not at all (None) as indicated in the responses. **Note:** People in your family include both nuclear and extended family.

PART E Q2: It sometimes happens that there are tensions or conflicts between different groups or social actors in some communities/ regions. Today if you are to describe the situation in your community/town, would you say that.....

The question intends to find out the conflict situation in the community/town the interview is being conducted. Read out the responses to the respondent in order to get the right response. **Note:** if code 1 (no tension/conflict) is recorded, skip to Q7.

Social actors are endowed with human agency, which means recognizing that individuals, whether they be peasants, landlords or bureaucrats, attempt to come to grips with the changing world around them and that they do this both cognitively on the basis of existing cultural categories, ideologies and forms of practical consciousness, and organizationally in the way they interact with other individuals and social groups. A social actor, in basic terms, is a conscious, thinking, individual who has the capacity to shape their world in a variety of ways by reflecting on their situation and the choices available to them at any given time. Social actors may include Chiefs, Imams, Pastors, other opinion leaders, in the community, etc.

PARTEQ3: In the past 5 years, have different groups of people in your community or neighbourhood used force or violence against your household or one group against another?

This question seeks to know if any group of people within the community of the respondent had carried out any act of violence against the respondent's household or one group against another in the past 5 years. **Note** that if "code 4" is chosen skip to Q7.

PART EQ4: What is/was the major cause of conflict in your community?

The question intends to identify the major cause of conflict in the community of the respondent.

PARTEQ5: In your opinion, over the past 5 years, did the risk of violence between different groups (ethnic, religious, political, social or other) in your community/town increase or decrease?

The activities of some groups in community have been the source and cause of violence in most part of the world thereby resulting in loss of life and property. This question seeks to know from the respondent if there had been an increase or decrease in acts that have the tendency of causing violence between different groups in the community in the past 5 years.

PART EQ6: During the past 12 months, how often did some groups in your community or town result to violence?

Community groups can be formed based on ideology (Political group), language (ethnic group), religion (religious group), etc. with the aim of achieving a common goal. However, some of these groups at times resort to violence to drive home their demand either from the government or civil society. This question therefore seeks to find out how often (if any) do some of these groups resort to violence during the past 12 months in your community. Note that "Frequently" means the violence has occurred 4 times or more in the past 12 months whiles "Sometimes" means the violence occurred 2-3 times within the reference period.

PART EQ7: Do you know about any dispute resolution mechanism in your community or town?

The question intends to know if the respondent is aware of any avenue in the community/town where disputes can be resolved. If the response is 'Yes' code 1 and continue but if 'No' code 2 and Go To Q9. Dispute resolution mechanism is a collective term for the ways that parties can settle disputes with the help of a third party. At the communal level, the Chief and his elders, the Assembly man and the unit committee members, the Pastor/Imam and their elders are some of the groups that settle disputes.

PART EQ8: If you know of such dispute resolution mechanisms, do you have confidence in them or not?

The question tries to find out whether or not the respondent has confidence in the people involved in the mediation process or settling disputes.

PART EQ 9: In some areas, people do things together and try and help each other while in other areas people mostly mind their own business .In general, what kind of area would you say you live in (is it one where people mostly help each other or where people mostly go their own way)?

The question seeks to find out if the respondent lives in an area where there is a sense of togetherness and people are willing to offer helping hand when the need arises; or in an area where no one cares about each other?

PART EQ10: Is there a policing or neighbourhood watch system in your area?

This question intends to find out if there is any mechanism in place to ensure the safety of members of the community. Respondents are to indicate the type of security system in place in their area. Is it organized policing or neighbourhood watch system?

PART EQ11: Are the following threats of concern to you now?

This question tries to find out serious threats that concern individuals in recent times. Remember to indicate “YES or “NO” each of the threats identified.

PART E Q12: In your daily life, are you treated with respect, in your community/town?

The question seeks to know if individuals are being respected and treated with dignity in their communities/towns where they live.

PART EQ13: In your daily life, would you say that you can trust people around you, or do you need to be on your guard?

The question seeks to know if the respondent trusts people in her community or not.

PART EQ14: Given the state of peace and social cohesion in this community, would you prefer to stay here or relocate to another community if you had the choice?

The question seeks to know if given the option, the individual would prefer living in different community to where he/she is currently living taking into consideration the kind of peace and social cohesion prevailing in the area.

PART EQ15: How common is it for people in this area to marry outside their religion?

Some of the religious denominations forbid their members from marrying from different religion outside theirs. The question is to find out if it is a common practice for people in the community of the respondent to marry from different religion.

PART EQ16: How common is it for people in this town/community to marry outside their ethnic group?

The question is to find out if it is a common practice for people in the community of the respondent to marry from different tribe or ethnic group.

PART F: POLITICAL ENGAGEMENT (ALL HOUSEHOLD MEMBERS AGED 18 YEARS OR OLDER)

Democracy thrives when individuals are engaged in local matters and participate in public life. The people need to understand the dynamics of policies, politics, and individual interests in shaping the world around them. Political engagement refers to activity that has the intent or effect of influencing government action- either directly by affecting the making or implementation of public policy or indirectly by influencing the selection of people who make those policies. The political process looks at ways and means by which decisions are made and implemented at all levels of society by individuals, groups or levels of government.

PART F Q1: In the past two years, how many times, if ever, have you done any of the following?

The question seeks to find out the number of times the respondent had participated in town meeting, public hearing or any public affairs discussion or contacted a politician or joined a protest/demonstration or signed a petition in the past 2 years. '0 time' means the respondent had not engaged in any of the above activities in the given period.

PART F Q 2: Will you or did you vote in the 2016 presidential/ parliamentary election?

The question seeks to know if the respondent voted or will vote during the 2016 general elections (presidential and parliamentary). The options are 'YES' and 'NO'. If 'YES' skip to **Q4**.

PART F Q3: Why will you not or did you not vote in the 2016 presidential/ parliamentary election?

The question seeks to find out the reason why respondent did not or would not vote during the 2016 general elections. This is a follow-up on those who said they did or would not vote in **Q2**.

PART F Q4: Would you ever vote for a candidate who is not from your ethnic group, religion or political party?

People vote for their candidates for various reasons during general elections. Some of the reasons could be religious, ethnic or political affiliation. The question seeks to find out if the respondent will once in his/her life time vote for someone who does not come from his/her religion, ethnic group or political party.

PART F Q5: In the past 12 months, have you volunteered in any community developmental activities?

This question seeks to find out whether the respondent has been involved in any act of volunteerism for his/her community for the past 12 months. Volunteerism is the principle of donating time and energy for the benefit of other people in the community as a social responsibility rather than for any financial reward. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. This could be communal labour, self-help projects such as construction of classroom blocks, toilet facilities, cleaning of gutters, etc.

PART F Q6: In your community/ neighbourhood, is it generally expected that people will volunteer or help in developmental activities?

The question seeks to find out if the community expects the people to be involved in communal activities or any act of volunteerism.

PART F Q7: Do you think MOST people in your community/neighbourhood make a substantial contribution to community/neighbourhood developmental activities?

This question wants to know if majority of the people in the respondent's community get involved and also contribute meaningfully towards any developmental activities in the community/neighbourhood.

PART F Q8: Are there any community level activities in which you are not allowed to participate? The question wants to find out if there are community level activities in which people are not allowed to participate. If the response is 'NO' skip to **Q10**.

PART F Q9: Why are you not allowed to participate?

Those respondents who answered "YES" to Q7, the question seeks to find out the reason why they were not allowed to participate.

PART F Q10: In this country, how free are you?

- A. To say what you think
- B. To join any political organization you want
- C. To choose who to vote for without feeling pressured

The question seeks to find out if respondents are free to express themselves, join a political party of their choice or vote for their preferred candidate during elections. In other words, are respondents enjoying freedom of speech, association or can take their own decision.

PART G: GOVERNANCE- EFFECTIVENESS OF GOVERNMENT AGENCIES

This part discusses issues on the effectiveness of government agencies in the discharge of their duties and responsibilities.

PART G Q1: Our lives are affected by government agencies. In your opinion, how do you find these agencies?

This question seeks to find out the opinion of the respondents about the work of the following public agencies;

GOVERNANCE – RELATIONS WITH THE GOVERNMENT

PART G Q 2: Sometimes, it is common for people to pay additional money to the following agencies to get things done. Please tell me how often you or your household has to pay additional money to get things done.

This question is to find out how often people pay additional money to the following institutions to get things done. Mention the name of the institution to the respondents and ask if he/she had pay money to get things done.

PART G Q3: How often does the government change the rules, laws and policies that affect you or your household's economic well-being without warning?

The question seeks to find out from the respondents' on how often government's rule, laws and policies affect their household economic well-being are changed without proper agenda setting.

PART G Q4: To what extent does the government take into account concerns voiced by you, your household or people like you when making changes in rules, laws and policies affecting your business/activities

The question seeks to know if the respondent or any member of their households' view on matters affecting their well-being is taking into consideration when rules, laws and policies are being reviewed or change by the government.

PART G Q5: Is it true that you or people/households like yours generally have to pay some additional money to government officials from time to time to get things done?

The question seeks to find out if it is true that individuals/ households are made to pay additional money to government officials, aside the officially approved amount to get things done.

PART G Q6: Is it true that if you/your household pay the required additional money to the government officials the service is delivered as agreed or the problem is solved?

This question wants to find out if government agencies render their services as expected if additional money is paid to them aside the officially approved rate.

PART G Q7: Democracy is often associated with certain characteristics. Which do you consider essential?

With this question, nine characteristics of democracy have been given and the respondent is to indicate if he/she considers each of these as essential or not. For example, if the respondent considers "Freedom of expression" essential mark option "1" (YES) in box. On the other hand, if the respondent did not consider freedom of the press as essential, mark option "2" (NO) in the box.

PART H: PRIVACY AND DATA PROTECTION

The Data Protection Act controls how the individual's personal information is used by organizations, businesses, or the government. Everyone responsible for using data has to follow strict rules and must ensure that the information is used fairly and lawfully. Everybody needs to be aware of the extent to which their personal data could be used. This part of the section seeks information on data protection and privacy issues available to the respondent.

PART H Q1: How important or not is the following issues to you?

The question sought to if good health service, ethics in public office, privacy of personal, information, crime prevention, protection of consumer rights are of utmost importance to the respondent.

PART H Q2: How important or not is it to you to keep each of the following types of information private by not revealing it to others unless ABSOLUTELY NECESSARY?

Often time some information are considered classified by individual and they may fell reluctant to give out such information unless under extreme necessity. The question sought to find out from the respondent if the information listed are considered private to him/her and would not like to share to others unless extreme conditions that are very necessary.

PART H Q3: Have you ever personally ...

The purpose of this question is to know from the respondent if he/she has ever receive any unwanted information or receive information without his/her consent.

PART H Q4: Would you make a complaint about an invasion of your privacy in terms of personal information (about you) to....

This question want from the respondent if he/she will officially report to the under listed institutions if his/her personal information is invaded or hacked.

PART H Q5: When using the internet, to what extent, do you ever have concerns about:

Users of social media are often times asked to provide some bio data when signing in form of social media or the other. This question sought to find out if people have concern for providing their personal information when they are asked to.

PART H Q6: How do you personally feel about receiving unmasked mail or offers from private companies via:

Five media has been listed and the respondent is being asked to indicate how he/she fells when receiving unmasked mails and offers from private companies.

PART H Q7: The question seeks to find out the opinion of the respondent in considering his/her personal information held about you by organizations on the under listed issues.

PART H Q8: To what extent do you see the following as potential risks to providing your personal information: The question seeks to find out from the respondent if he/she sees any of the under listed information to be a potential risks to him/her.

1. Become a victim of fraud
2. Your online identity being used for fraudulent purposes,
3. Your information being used without your knowledge
4. Your personal information being stolen
5. Your information being shared with third parties without your concent
6. Your information being used in different contexts from the reason provided it
7. Your information being used in sending you unwanted commercial offers
8. Your personal safety being at risk
9. Your personal information being lost
10. Your reputation being damaged
11. Becoming a victim of discrimination
12. Your views and behaviors being misunderstood

PART H Q9: To what extent are you aware of?

The question sought to find out from respondents the extent of their awareness of exercising their right on the following in their work place.

1. To get a copy of any information about you held by any organization
2. To have inaccurate information about you corrected or deleted
3. To be offered a means to opt-out every time you receive a marketing text or email
4. To object if you feel CCTV is invasive in the workplace
5. To have any of your medical record deleted
6. To claim compensation through the courts if personal information held about you about you is misused

END OF CYCLE

At the end of the interview for the last visit (that is, the 11th visit) you should express your gratitude to the household interviewed before leaving. Thank them for their co-operation and assistance.

Also inform them that you will return for re-interviews if you detect that some responses given you are inconsistent or wrong.